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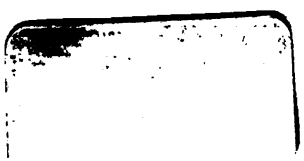

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TWENTIETH CENTURY MANUAL

OF

RAILWAY STATION SERVICE

FREIGHT, BAGGAGE AND PASSENGER DEPARTMENTS

BY

FREDERIC L. MEYER

AUTHOR OF

TWENTIETH CENTURY MANUAL OF RAILWAY AND COMMERCIAL TELEGRAPHY

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PREFACE

"There is room at the top for those who can do things."

"The Twentieth Century Manual of Railway Station Service has been especially prepared as a reference and textbook for those desiring an insight to the Freight, Passenger and Baggage departments, and is the most comprehensive work for this purpose that has ever been published.

All information embodied in this manual is eminently practical; the blank forms, general laws and special methods herein given are to be found in printed form in railroad publications only; and the multiplicity of details set forth in the work, regarding which the business world is almost wholly ignorant, is absolutely astonishing. The manual, therefore, is not only an admirable text-book for the student but it is a practical reference book as well for the jobber, the shipper, or any man who pays freight, and as such is commended to their attention.

The agent best serves his company who most intelligently serves the public, and we are confident that the rules and regulations presented in this manual, if mastered by the student, will enable him to discharge satisfactorily all duties eventually met in active work. For instance, the railroad agent, while studying the interests of his own line, should be able to give the shipper the most advantageous connecting lines and the proper classification of his freight, as this information is necessary if the shipper is to secure the most favorable rates. At the same time, if those who have to do with railroads, either through business or travel, will study the instructions for railroad employes found in this manual, they will at times save themselves much inconvenience and possibly some expense.

The writer has a wide knowledge of railroad work and a vast fund of information which he has used unstintedly and to excellent advantage in compiling this manual. He has supplemented his own knowledge by seeking assistance and information from men who have had from thirty to

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forty years of experience in station service. The completed work has been submitted to railroad men widely known and everywhere recognized as authorities in their respective lines, who have examined it carefully and given the manual their unqualified endorsement.

FREDERIC L. MEYER.

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Twentieth Century Manual of Railway Station Service

Business is being conducted on definite and scientific principles today, and as these principles are extended more generally, the man with technical knowledge will have a correspondingly greater advantage over the man who has only a foundation of meagre dimensions, a technical training picked up by hard knocks during active service.

In these days of competition, the railroads are constantly looking for young men with level-headed business judgment and sound "horse sense," with minds trained to comprehend rapidly and correctly; to concentrate; to follow from cause to effect. To the young man about to enter the railroad service, let it be known that the object for which any railroad exists is to secure freight and passenger traffic at remunerative rates and to transport the same with economy and dispatch.

To obtain such results it became necessary for the railroad companies to create traffic, operating, and accounting departments, which are mutually dependent. The station agent is the recognized representative in his locality of these departments, and is necessarily subject to the instructions of those in charge of securing, handling, and accounting for traffic.

Through the agent the business of the railroad company with its patrons is conducted. His position is one of responsibility, since, in a great majority of cases, as much business is done over his counter as over that of any merchant in town. He is engaged in selling a commodity, namely, transportation—and, like all merchants, business methods are necessary to his success. Whether his station is large or small, his duties arduous or otherwise, such methods are equally necessary. He can not succeed, nor do the company justice—especially in a competitive station—unless he is active, industrious, and courteous, any more than a merchant can succeed who lacks these qualities.

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Even if there be no competition at his station, precisely the same qualities are necessary for the same reasons, and because the railway company employing him desires to treat those who can not buy transportation of any other company precisely as well as it does those who can. For, as an idle, thriftless, or uncivil merchant invites the establishment of a rival store, so the agent may invite a competing railway unless he proves by his work and methods that the people are as well off with one good railway and one good agent as they would be with more.

To obtain the best results, it is of the utmost importance that proper rules for the government of employes and regarding station service should be *literally* and *absolutely enforced.* If they can not or ought not to be enforced, they ought not to exist.

When you *can* explain the rules to patrons who may complain of them, you should do so; but the rules of your company must be enforced pleasantly and firmly. However, if, in the judgment of anyone whose duty it is to enforce a rule, such rule can not or ought not to be enforced, he should at once bring it to the attention of those in authority.

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GENERAL RULES

What is required of agents? That they make themselves familiar with all the rules of the company, particularly those which in any way relate to their duties; they must not divulge the company's business affairs except to the proper officers; but all *proper* information must be cheerfully given to the public.

Name their responsibilities. They have charge of their company's books, papers, buildings, sidings, and grounds at their stations, and should see that all records, especially tariffs, are properly filed for convenient reference; they must at all times see that good order is maintained; and are held responsible for the safety and care of *all property entrusted to the company;* for the courteous behavior and proper deportment of all employes in the transaction of its business; and to see that the station, freight houses, and surroundings under their charge are kept clean, tidy, and in safe conditon for use.

Meaning of blank forms. Agents are supplied with printed forms necessary for the transaction of their business, to be filled out according to instructions. Reports are not accepted on forms other than those provided for such business, and agents must familiarize themselves with the printed instructions thereon.

Where do agents receive their instructions from? Station agents are under the direction of the superintendent. They will comply with the instructions issued by the freight, passenger and accounting departments, and by all general officers in matters connected with their official duties.

What business is not intended for the public? Private circulars and special instructions are not intended for public inspection, and must be kept private, except such as relate to interstate traffic, which are subject to inspection as required by the interstate commerce law.

What information is given the public? All proper information must be cheerfully given to the public; but agents must not allow their books to be examined, except by duly authorized employes of the company.

Requirements for all communications. All communications must receive prompt attention, or immediate explanation must be made as to cause of delay.

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What is observed in company correspondence? Correspondence and waybilling instructions should be carefully preserved by agents and not handed to shippers (*unless expressly intended for them*), or the contents made known to any person other than such as may be necessary for the guidance or instruction of the employes at their stations.

What forms the history of any subject? Correspondence connected together forms the history of any subject and must not be separated; individuals must not consider the letters addressed to them relating to the subject, as personal property, but as being a part of the continuous record which, when filed, will be complete. Copies can be taken of such letters as may be desired, but the original must remain as stated above.

Inquiries and department correspondence. Inquiries for rates or other information are not to be lost sight of, but must be answered at the earliest possible moment. Correspondence for the various departments must be properly addressed and forwarded; when provided, the envelopes printed for the purpose must be used. In addressing correspondence to the different departments the number of the file, claim, or reference should always be given if possible.

Use of pencil. Do not use a pencil in making notations on tracers, notes of inquiry, freight bills, or other papers. The practice of turning over corners of papers, or letters, and making notations thereon is forbidden.

How should neutrality be observed? In routing, agents should give information as to the different routes with which their railroad connects, upon request by shippers or passengers, but should not influence them in favor of any particular route, except that preference should be given to that through route which gives their company the longest haul, and which, at the same time, will serve the interests of its patrons equally well.

What is observed in the use of telegraph? Agents are cautioned against excessive use of the telegraph wires. Whenever, without detriment to the company's interest such communication can be made by train mail, it should be done.

What is observed in securing shipments? Agents will make every effort consistent with their duties to secure all freight that may be offered for shipment, for which the company can furnish transportation.

In routing, what do agents do? It is expected that agents will give information as to the different routes with which their road connects, when requested to do so by shippers, but will not endeavor to influence shippers in favor of any particular route.

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POSTING OF TARIFFS, CIRCULARS, SPECIAL RATES, ETC.

Issuance of tariffs. Agents will be furnished with necessary supply of tariffs, in force from time to time at their respective stations, to keep their files complete. Agents must keep these tariffs properly posted, in accordance with law, so as to be accessible to the public and conveniently inspected. Agents must not allow tariffs to be mutilated or destroyed. Any damage or mutilation of these tariffs by any person or persons is a misdemeanor, and subject to a fine and imprisonment under the law.

Agents to be careful regarding conditions of tariffs. Agents will be particular to examine date of issue and the date that all tariffs take effect. If there is any delay in receiving tariffs, or if there are any irregularites or discrepancies discovered in the tariffs, which will prevent agents from complying with the interstate commerce law or local laws of their state, report of same will at once be made to the general freight agent.

What is done upon receipt of tariffs, circulars and special rates? They are carefully and properly filed for easy reference, and in such a manner that they will not be defaced. Receipts for tariffs, circulars, etc., must be signed, stamped with station stamp, showing date received, and returned immediately.

Relative to "Through" rates. When through rates are requested to points on foreign lines not covered by current tariffs on file, apply to division freight agent.

Give duration of tariffs. All tariffs remain in effect until cancelled by issuance of another tariff, or by regular cancellation notice, or by limitation.

What disposition is made of old tariffs and instructions? When tariffs or instructions cease to be in force they should be preserved, unless otherwise specially ordered, and bear a notation across the face referring to the superseding issue, or be stamped *CANCELLED.* They form a part of the office records and agents will be held to strict observance of the rates and instruction in such issues.

Relative to interstate commerce law and local state laws. Copies of the amended interstate commerce law and local laws of their state, will be furnished to agents, and agents must make themselves fully acquainted with

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all of their provisions, as they are held personally responsible for such laws being complied with at their station.

PARTICULAR ATTENTION IS CALLED TO THE FOLLOWING RECENT AMENDMENT TO THE INTERSTATE COMMERCE LAW.

Section 6. That every common carrier subject to the provisions of this act shall print and keep open to public inspection, schedules showing the rates and fares and charges for the transportation of passengers and property which any such common carrier has established, and which are in force at the time upon its route. The schedule printed as aforesaid, by any such common carrier, shall plainly state the places upon its railroad between which property and passengers will be carried, and shall contain the classification of freight in force, and shall also state separately the terminal charges and any part or the aggregate of such aforesaid rates, fares and charges.

Such schedules shall be plainly printed in large type, and copies for the use of the public shall be posted in two public and conspicuous places in every depot station or office of such carrier where passengers or freight, respectively, are received for transportation, in such form that they shall be accessible to the public and can be conveniently inspected.

No advance shall be made in the rates, fares and charges, which have been established and published as aforesaid, by any common carrier in compliance with the requirements of this section, except after ten days' public notice, which shall plainly state the changes proposed to be made in the schedule then in force, and the time when the increased rates, fares, or charges will go into effect; and the proposed changes shall be shown by printing new schedules, or shall be plainly indicated upon the schedules in force at the time, and kept open to public inspection. Reductions in such previous public notice, to be given in the same manner that notice of an advance in rates must be given.

And when any such common carrier shall have established and published its rates, fares and charges in compliance with the provisions of this section, it shall be unlawful for such common carrier to charge, demand, collect, or receive from any person or persons a greater or less compensation for the transportation of passengers or property, or for any service in connection therewith, than is specified in such published schedule of rates, fares, and charges as may at the time be in force.

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Section 10. Any common carrier subject to the provisions of this act, or whenever such common carrier is a corporation, any officer or agent thereof, or any person acting for or employed by such corporation, who, by less than the billing, false classification, false weighing, or false report of weight, or by any means or device, shall knowingly and willfully assist, or shall willingly suffer or permit, any person or persons to obtain transportation for property at less than the regular rates then established and in force on the line of transportation of such common carrier, shall be deemed guilty of a misdemeanor, and shall upon conviction thereof in any court of the United States, of competent jurisdiction within the district in which such offense was committed, be subject to a fine of not exceeding five thousand dollars, or imprisonment in the penitentiary for a term of not exceeding two years, or both, in the discretion of the court, for each offense.

Any person and any officer or agent of any corporation or company, who shall deliver property for transportation to any common carrier, subject to the provisions of this act; or for whom as consignor or consignee any such carrier shall transport property, who shall knowingly and willfully, by false billing, false classification, false weighing, false representation of the consent or connivance of the carrier, its agent or agents, obtain transportation for such property at less than the regular rates then established, and in force on the line of transportation, shall be deemed guilty of fraud, which is hereby declared to be a misdemeanor, and shall, upon conviction thereof in any court of the United States, of competent jurisdiction within the district in which such offense was committed, be subject for each offense to a fine of not exceeding five thousand dollars, or imprisonment in the penitentiary for a term of not exceeding two years, or both, in the discretion of the court, for each offense.

If any such person, or any officer or agent of any such corporation or company, shall by payment of money or any other thing of value, solicitation or otherwise, induce any common carrier subject to the provisions of this act, or any of its officers or agents, to discriminate unjustly in his, its or their favor, as against any other consignor or consignee in the transportation of property, or shall aid or abet any common carrier in any such unjust discrimination, such person, or such officer or agent of such corporation or company shall be deemed guilty of a misdemeanor, and shall, upon conviction thereof in any court of the United States, of competent jurisdiction within the district in which such offense was committed, be subject to a fine of not exceeding five thousand dollars, or imprisonment in the penitentiary for a term of not exceeding two years, or both, in the discre-

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tion of the court, for each offense; and such person, corporation or company shall also, together with said common carrier, be liable, jointly or severally, in an action on the case, to be brought by any consignor or consignee discriminated against, in any court of the United States, of competent jurisdiction, for all damages caused by or resulting therefrom.

Notes. It is not practicable, however, in all cases to supply agents with all tariffs published jointly with connecting lines, etc., and agents at junctions or other points, where instructed to do so, will note on waybills the initials of their traffic manager, general freight agent or assistant general freight agent, as directed, and these initials may be accepted as authority by receiving agents and so used.

The auditors of freight accounts cannot accept billing on any interstate business at figures not covered by a tariff regularly issued by the general freight office, and agents must not be instructed to use rates on such (interstate) business not covered by published tariffs. On local state business, figures not covered by G. F. O. issues can be accepted by the auditors only on direct instructions from above-named officials, who should promptly advise the auditors of all such special arrangements (on local state traffic) when made. In order that this may be properly done, division freight agents, general agents or assistant general agents whose headquarters are not at their general freight office, when giving special instructions to agents or authorizing them to use initials as above, must immediately notify their general freight agent of the action taken, giving reasons, and when similar instructions are given by an official on interline business, advice must be given immediately to the general freight agent of the other line or lines interested.

AGENTS AND OFFICERS WILL BE HELD STRICTLY RESPONSIBLE FOR ANY VIOLATION OF THE LAWS, OR FOR ERROR IN RATES USED.

When rates are named by telegram or letter, agents should understand that the rates so given are for immediate use only, unless the instruction given with the quotation specifically provides otherwise. If movement of freight in such cases is continuous, or if similar shipments are offered at later date, and regular issue to cover has not been received, agents must ascertain whether the quotation will apply on such later shipments before using it again. Interested parties should be advised to this effect.

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FREIGHT DEPARTMENT.

RECEIVING PROPERTY FOR TRANSPORTATION.

What is the business of the freight department? To secure freight traffic and to prescribe rates, rules, and regulations which shall govern the transportation thereof.

Under what conditions is freight received for transportation? Freight will be received for transportation only under the terms and conditions specified in the classification, tariffs, bills of lading, and the rules of the company.

When shipper refuses to comply with your rules. Explain to him that freight can only be accepted for transportation under the terms and conditions specified in your company's classifications, tariffs, and general rules. Under such circumstances agents are authorized to decline to receive freight, but they must immediately notify, when practicable, either the division freight agent or the general freight agent.

Duty of agent where freight is being diverted. If a shipper or receiver is diverting freight from the company for any cause, or a dispute arises between an employe and a patron of the road over any transaction, a statement of the facts should be promptly sent to the division freight agent.

Possible loss of prospective shipments. In case of prospective shipments that agents may be unable to secure, the division freight agent should be notified.

Receiving combustible freight. When shipments of bisulphide of carbon are received for transportation over your company's lines, immediate advice must be given the division superintendent, who will arrange for forwarding of same as "Combustible and Inflammable Freight."

How are oils and liquors packed? Oils and liquors in cans, glass, demijohns, or jugs will not be received unless packed in kegs, boxes, baskets, jackets or crates.

Receiving freight for interior points. Freight for interior points (*not on the line of any railroad*) must not be received from connecting line, nor from local shippers, unless the transfer bill, or the shipping order shows clearly the station where the shipment is to leave the railroad.

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When can commercial travelers' or other baggage be carried on freight trains? When impracticable to check as baggage commercial travelers' trunks, sample cases or other baggage belonging to passengers riding on freight trains, such baggage may be billed as freight on regular waybills between points on your own company's lines, unless otherwise ruled; shipments to be at "Owner's Risk," and accompanied by owner or shipper. Usual baggage allowance as prescribed by the passenger department will be waybilled free. On shipments weighing in excess of the usual baggage allowance, agents will show the gross weight on waybill, and bill the excess at regular excess baggage rates.

How and when shipping order should be given. Agents will require that shipping order be given in writing at time freight is delivered for shipment.

Care of loose articles shipped with vehicles. When vehicles not boxed or crated are shipped, agents must see that loose articles, such as cushions, harness, whips, rugs, etc., are specified on shipping order and waybill.

Freight received at flag stations. Freight delivered to the company for shipment at a flag station will be at owner's risk until loaded, and will be receipted for only as checked by the conductor.

Meaning of shipping order. A shipping bill must show name of consignee, consignor, destination, marks, and full description of freight. Care should be taken to give county and state and, in case of large cities, the street address.

Advanced charges. In no instance, unless otherwise specially instructed, will agents advance any portion of the invoice value of any property delivered them for shipment; nor will they put any sum upon their waybills as "Advanced Charges" with the understanding that such advances are to be paid shipper when collected from consignee. Agents will under no circumstances advance more than one-half what in their judgment the property would sell for at auction.

Care of freight in company's possession. Agents must take care of freight in their possession, even though not receipted for, the same as if receipt had been given.

What is done when connecting line offers freight to be loaded in refrigerator cars? Shipment may be received, provided refrigerator service can be given, or cold storage is available; otherwise shipment should be returned to connecting line, with the information that same cannot be accepted with the understanding that refrigerator service will be given. In

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case freight is taken under condition that no refrigerator service is given, erasure of such notation must be made.

What should agent demand in receipt for freight from connecting lines? Regular freight bills, before forwarding freight, and not receipt for freight accompanied by bills bearing such notations as "Memorandum Bill," "Searching Bill," "Regular Bill to Follow," "Weight and Charges to Follow," etc. In accepting freight from connecting lines, agents must see that the transfer bills or interline waybills show the exact condition of the freight. Notations showing damage or shortage must be specific. Packages which have the appearance of having been tampered with, or recoopered, should be opened, contents checked, and receipt given accordingly.

How are changes in routing made? For freight delivered to a company for which routing instructions have been given by shipper, such instructions should not be changed, except by written order from shipper accompanied by original shipper's receipt, or by order from freight claim agent.

Guarantees. When guarantee of freight charges is required it must appear on shipping order; or, in case of freight from connecting line, on transfer bill or interline waybill. Forwarding agents will be held responsible for guarantees.

How do you treat returns or reshipment of freight? In all respects as a new shipment. A consignee wishing to return or reship freight must pay charges thereon, receipt for same, and furnish a shipping order in the usual form, making the reshipment in all respects a new shipment. Agents should not pay, as advanced charges, the freight collected on the original shipment without proper authority.

Same regarding agricultural implements. When new agricultural implements, vehicles, farm machinery and binding twine are offered for reshipment, agents may advance the actual freight collected on the original shipment when approved by the division freight agent, but "Advances" must not be made on other freight without first securing authorization from the general freight office, and authority for paying such "Advance" must be had for each individual shipment.

Can consignee or destination of freight be changed before freight has gone forward? When freight is delivered to a company for transportation, it is the property of the consignee (or destination) and must be forwarded as soon as possible. *If freight has not been forwarded,* change of consignee or destination of shipment may be made by agent upon written order from shipper and surrender of the original bill of lading or receipt, when a new bill of lading or receipt showing correct consignee and destination must

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be issued. The original bill of lading, or receipt, taken up should be filed with written order.

Changing consignee or destination after freight has gone forward, and bill of lading or shipper's receipt issued. After freight has gone forward, changes may be made, or delivery withheld by order of the general freight department or freight claim department. Agent should wire freight claim agent the desire of the shipper, advising him that original bill of lading has been surrendered, *but must not issue a new bill of lading.* On receipt of advice from freight claim agent that the changes requested by shipper have been made, note such changes in red ink on original receipt, or bill of lading, and return to shipper. If destination is changed, or freight is returned to shipper, a guarantee of all charges at ultimate destination must be furnished by shipper, on receipt of which the freight may be rebilled to the new destination with all charges following. If quick action is imperative, agent should intercept the freight, order it held for instructions, and advise freight claim agent of action taken.

What if shipper cannot furnish original bill of lading or shipper's receipt? While it is necessary to take up original bill of lading in order to make the company absolutely safe, if shipper is unable to produce same, and is known to be responsible by the agent a "Reconsignment Agreement" may be made, and freight claim agent advised accordingly.

Same when consigned to order. Consignee or destination must not be changed on a shipment consigned to "Order" unless the original bill of lading is surrendered.

What is done in case marks on packages differ from billing? When marks on packages differ from billing as to the name of consignee, destination or route, agent must hold shipment, or at once notify the billing agent of the discrepancy, and obtain correct directions for delivery. If perishable freight, the agent must communicate with billing station by wire when reply cannot be obtained within reasonable time by mail.

Freight between two foreign countries passing through United States. Shipments between two foreign countries passing through the United States are required to be bonded through the United States, and a customs manifest showing values, marks, weight and description, certified to by a customs official must accompany each shipment attached to the original waybill.

Export freight via Canada or Mexico. Freight from points in the United States to foreign countries should be accompanied by the shipper's manifest, which shall specify the kind, quantity, marks and value of each

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article; the accuracy of this manifest must be certified to by the shipper or his agent. Notation must be made on waybill that shipper's manifest is attached, and agent at junction must deliver the shipper's manifest to connecting line with freight bill and make similar notations on same. If shippers prefer, they can send their manifest by United States mail to the collector of customs at the frontier port, but to obviate delay to the freight it is recommended that the manifest be intrusted to the railroad to accompany the freight. If shippers prefer to mail their manifests to collector of customs, the following notation must be made on waybills: Certified shipper's manifest forwarded to customs officer at ..... by U. S. mail. Blank manifest forms will be furnished upon application. For an exact copy of the law on export traffic into foreign countries see "Special Rules and Regulations."

Receiving distilled spirits and malt liquors. The company does not receive for transportation any cask or package containing five or more gallons of distilled spirits, or any quantity of malt liquors, unless the same is properly stamped and branded as required by law. Employes handling such freight must be careful not to deface or remove any stamps or brands. *Note.* This rule does not apply to wines or imported liquors remaining in original packages.

Extracts from the United States revenue law. The United States revenue law provides that "No person shall remove any distilled spirits at any other time than after sunrise; and before sunset, in any cask or package containing over ten (10) gallons, from any premises or building in which same may have been distilled, redistilled, rectified, compounded, manufactured or stored." This law applies to corporations as well as to individuals, and to carloads as well as smaller quantities. Employes of the company are positively forbidden to remove such casks or packages, or switch cars loaded with same from premises, as above named, within the prohibited hours.

FREIGHT REQUIRING PREPAYMENT.

A. Freight destined to a station where there is no agent, commonly called flag stations.

B. Freight on which the classification requires prepayment of charges.

C. Freight which would not, at forced sale, sell for enough to cover freight charges at destination.

D. Perishable freight of all kinds where not guaranteed.

E. Household goods in less than carloads destined to foreign lines.

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SHIPPING ORDERS, RECEIPTS AND BILLS OF LADING.

Shipping bill. All freight received should be accompanied by a shipping bill, furnished by either the company or the shipper, giving in detail the following information, viz:

A. Station at which the freight is offered for shipment.

B. Date upon which delivery to the company is completed.

C. Name of the person, firm or company by whom the freight is shipped.

D. Name of the station to which the freight is to be transported by your company.

E. Name of the transportation company to which the freight is to be delivered at its junction with your company, when the freight is to be destined to a point beyond your company's lines, and the shipper designates the route, and point of contact with connecting line.

F. Name of consignee, marks and final destination of the shipment in full, giving county, state or territory, also any specific routing instructions given by the shipper; when the freight is destined to a point not reached by any transportation company the station to which it is to be transported; also, if the freight is consigned "Order of" or "Notify" the full name and address of the party to be notified. Abbreviations must not be used.

G. Number of packages.

H. Description of articles.

I. Weight.

J. Initials and the number of the car, when the freight has been loaded prior to the time the shipping bill is made.

Note. A shipping bill must be furnished for freight reshipped; also for all freight consigned to the railway company. Agents must see that the freight is properly marked in accordance with the information required in the shipping bill. All old marks must be obliterated. No shipment must bear any address other than that required to carry it to its proper destination as given in the shipping bill.

What notations should appear on the face of the shipping bill? When it is desired that the freight be shipped at an agreed valuation the notation. "Valuation, $—— per ——" must be noted across the face of the shipping

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bill. All other conditions under which the freight is received for shipment must also be noted, such as, "Owner's Risk," "Company's Risk," "Released," "Charges Guaranteed," Etc.

Conditions of acceptance to be noted. If shipper refuses to sign the release or other special contract required to be executed in connection with the terms and conditions under which the freight is received for shipment, notation to that effect must be made across the face of the shipping bill.

What if condition of freight becomes a factor? In the event the condition of the freight becomes a factor in determining the weight or rate to be used in computing the charges, the notation, "Said to be Green," "Said to be Dry," etc., must be made. The notation, "In Wood," "In tin," "In bundles," "In bales," "Corded," "Strapped," "Knocked Down," "Set Up," etc., in full or abbreviated, must also be made on the face of the shipping bill, when the classification provides for different rates, in accordance with the preparation or packing of the shipment.

Freight subject to climatic conditions. When freight is liable to be injured thereby, is received during excessively hot or cold weather, or in storms of rain or snow, the fact must be noted on the shipping bill, and if it is evident that the freight cannot be sent forward without further damage in any way its condition must be noted upon the shipping bill.

When freight is received in old packages. When freight is received in old packages which appear to have been recoopered, or when the handling of packages discloses the fact that the contents are in a loose condition, or but partially full, or when it appears to have been damaged in any way, its condition must be noted upon the shipping bill.

Other notations. When the rules of the company permit, the shippers so desire, proper notation must be made upon the face of shipping bill when it is desired that freight be delivered "On Track," "Elevator," "Graded," etc., or when it is to be stopped at any intermediate point to be "Shelled," "Cleaned," "Milled," "Stored," "Fed," "Finish Loading," "Part Unload," or to be otherwise manipulated.

What is observed in checking freight? Freight must, when practicable, be checked with the shipping bill to see that all the articles enumerated thereon are received, and that the condition of the freight corresponds with the notations made thereon. When freight is loaded by the shipper and is not counted or checked by an employe of the company, the notation "Shipper's Count, Tally and Loading" must be made, in addition to which the notation, "More or Less" must be made when the quantity is specified by

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the shipper. When freight is not checked by an employe of the company the fact must be noted upon the shipping bill.

Blank spaces to be filled. All shipping bills should be filled up and signed by the shipper. In the event he is unable to write, necessary assistance must be rendered him. The shipping bill must be read over to him, after which he will be required to make his *"X"* which must be duly attested.

Prepayments. In the event the shipper desires to pay the charges on any shipment, the amount received to be applied for this purpose must be noted on the face of the shipping bill. If an amount is paid to the shipper to be waybilled as advanced charges, the amount paid also must be noted thereon. As for example: $1.35 paid to be applied in prepayment of charges," or "$2.75 advanced to shipper," specifying for what purpose.

Shipping bills to be numbered. All shipping bills must be numbered consecutively, commencing with No. 1 at the beginning of each day or month.

Note. At stations where a large number of shipments are received each day, the custom of consecutively numbering the shipping bills by days will be found more convenient. At small stations, however, the monthly system of numbering will answer every purpose. They must then be filed in numerical order so that they may be readily referred to at any future time. They form an important part of the station records, and their preservation is necessary for the protection of the agent and the company. When practicable, the number of the waybill should be entered on the face of the shipping bill.

Changes after freight has gone forward. Endeavor to have the wishes of the shipper complied with according to the ruling found elsewhere on "Changes after freight has gone forward." In no event must the agent guarantee that the change will be made until he is advised to that effect.

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SHIPPING BILLS SUPPLEMENT.

Referring to paragraph "H" page 18.

All shipments must be fully and accurately described in accordance with the terms used in the classifications governing.

Referring to paragraph "I" page 18.

When the actual weight cannot be arrived at, and there is no track or other scales upon which the freight can be weighed at or between forwarding and receiving stations, and the classifications or tariffs do not provide for an estimated weight, invoice or weights arrived at by using the tables or estimated weights found elsewhere herein, must be inserted. When other than actual weights are used, the notation, "Invoice" or "Estimated," must be made. All weights are subject to correction.

The foregoing is not intended to abrogate any special instructions authorizing the use of connecting line, mine or other weights.

Referring to paragraph head "note" on page 18.

All material, supplies, etc., belonging to the railway company must be consigned to it, in care of the officer or employe to whom delivery is to be made at destination.

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FORM 35-C. This company does not accept for transportation money, gold, silverware, valuable papers or paintings nor any articles of extraordinary value unless special arrangements are made.

NOT NEGOTIABLE.

SHIPPING BILL FOR FREIGHT.

SHIPPERS' FILE NO. | RAILWAY REC'G CLERK _____ Initial _____ AND Door No. _____ Car _____ | RAILWAY FILE NO.

Delivered to Through & Daily Railroad.

By _____

TELEPHONE _____

Address _____ _____ *190*__

as described below. Freight to be forwarded subject to the terms and conditions of the Company's published freight tariffs, classifications and receipts; to be transported over its line to _____

and to be delivered, after payment of freight, in like good order to _____

It is understood that the rate to _____

shall not exceed _____ **per** _____

CONSIGNEE.

_____

_____

Marks _____

TOTAL NO. PACKAGES.

DESTINATION:

_____

State _____ *County* _____

Via _____

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DESCRIPTION OF ARTICLES.			
No.		WEIGHTS SUBJECT TO CORRECTION	STAMP

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SHIPPING BILL.

These blanks are for the use of parties shipping property at Stations without Agents, and will be furnished to shippers on application. They must be made in triplicate—two for the Conductor and one for the Shipper.

Delivered to the **THROUGH & DAILY RAILWAY COMPANY,** *at* _____ *Station,*

_____ 1 _____, *to be forwarded to* _____ *Station, subject to the terms and conditions of its established tariffs and regular bills of lading, and at owner's risk, the property described below:*

NO. OF CAR.	CONSIGNEE AND MARK.	DESCRIPTION OF ARTICLES.	WEIGHTS.

_____ *Shipper.*

When the Freight to be forwarded on this Shipping Bill is DESTINED TO A STATION WITHOUT AN AGENT, THE CHARGES MUST BE PREPAID.

☞ Note hereon the amount prepaid.

This Bill is not Negotiable or Assignable.

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Form 281 4-2-07 25M P

SHIPPING BILL

To..... *Station,*

..... *190*.....

Car No......

Taken from.....190....

Left at.....190....

Train.....Conductor.

Taken from .....190....

Left at.....190....

Train.....Conductor.

Taken from.....190....

Left at.....190....

Train.....Conductor.

Taken from.....190 ...

Left at.....190....

Train.....Conductor.

Taken from.....190....

Left at.....190....

Train.....Conductor.

Taken from.....190....

Left at.....190....

Train.....Conductor.

Conductor must fill in stations and dates of above blanks.

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RELEASES.

What freight is subject to a release? All freight so described under the classification to be released, except when shipper has "Annual Release."

What is an annual or special release? A release obtained from shipper at a point from which frequent shipments of such classified freight is made. The agent obtains from the shipper an annual release in duplicate, forwarding the original to the freight auditor and retaining the duplicate for office record.

How are annual release shipments usually recorded? By notation to that effect on shipping bill and waybill.

Requirement of release and contracts. All releases and contracts required in forwarding freight must be fully and properly made out.

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RELEASE SUPPLEMENT.

When freight is accepted as an agreed valuation, "Owner's risk," "Company's risk," "Released," etc., or when charges are "Guaranteed," proper notation must be made upon the receipt for freight.

In the event the rules and regulations of the traffic department require a release or other special contract to be executed in connection with any shipment of freight, and the shipper refuses to sign the contract, the matter must be promptly referred to the general freight agent for instructions, and the freight must not be accepted for shipment until instructed to do so by him.

Notations on way bill. The conditions under which the property is accepted for shipment, such as "Released," and so on, whenever separately considered in the classification, or when they are factors in determining the rate, must be noted on the way bill.

When shipper refuses to sign. If shippers refuse to sign the release or other special contract required to be executed in connection with the terms and conditions under which the freight is received for shipment, notation to that effect must be made across the face of the shipping bill.

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ANNUAL OR SPECIAL CONTRACT.

_____ 190__

WHEREAS _____

desirous of both shipping and receiving property and freight both PERISHABLE and OTHERWISE, from time to time, over the lines of the THROUGH & DAILY RAILROAD COMPANY, and wishes to avoid the inconvenience of making a special contract for each separate shipment, and whereas, the said THROUGH & DAILY RAILROAD COMPANY is willing to receive for shipment such property upon the conditions herein named;

NOW THE PARTIES HERETO AGREE, in consideration of said Railroad Company receiving and transporting such property without payment of freight in advance, that each and every shipment of such property to or by said _____ over the lines of the THROUGH & DAILY RAILROAD COMPANY shall be deemed to be shipped under the terms and conditions herein expressed, in addition to the terms and conditions contained in the bill of lading or receipt for the said property; that is to say that said Railroad Company shall not be liable for any damage to, or loss of weight or quantity, of

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said property, however the same may occur, except such as may result from negligence of the Railroad Company, and further, that if the freight and charges upon any of said shipments are not paid upon arrival of the same at the point of destination, or within twenty-four hours thereafter, or in the event that any of the property so shipped shall be taken, upon legal process, from the possession of the Railroad Company, without payment of said freight and charges, the said _____ WILL PAY THE SAME UPON PRESENTATION OF A BILL THEREFOR.

THIS CONTRACT shall also extend and apply to all freight which is specified at released rates in the classifications governing shipments between the points concerned, shipped by or to party of the second part up to December 31st, 190___, and such released rates are a further consideration for this contract.

THROUGH & DAILY RAILROAD COMPANY,

By_____ Agent.

_____

_____

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F 8

GENERAL RELEASE

Is an agreement entered into whereby, on account of special rates given by the Railway companies, the shipper agrees to release the company from certain liabilities for loss or damages.

Freight Department

Waterloo, Iowa, Station, *April 10,* 190*6.*

This Agreement, made this day, between the

THROUGH AND DAILY RAIL ROAD COMPANY,

PARTY OF THE FIRST PART, for itself and connecting lines, and *John Jones, shipper and*

PARTY OF THE SECOND PART, witnesseth: For and in consideration of the price, viz: Released Tariff Rates, subject to the different classifications now in use, or which may come in use, during the existence of this contract, at which said company agrees to transport *1 Car* *Carriages*

by its lines from or to any Station on the lines of the Through and Daily Rail Road Company, or to or from any Station on the line of any Railroad Company with which the road of the said first party connects, it is hereby mutually agreed that the said companies shall not be liable for any damage said property may sustain from breakage, or from being damaged by fire, or water, or any other cause whatever—Except such as may result from collision of trains, or cars being thrown from the track, and that no action for any damages shall be prosecuted, except against the company upon whose road the same shall have occurred. This contract is to extend and apply to all *Carriages* or articles coming under that head which are specified at released rates in the classifications governing shipments between the points concerned, shipped by or to party of the second part up to 190 and with this provision, that either party may, at pleasure, annul this contract, by giving ten days' written notice of intention to do so.

THROUGH AND DAILY RAIL ROAD COMPANY

By *John Jones,*

Shipper.

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FURNITURE RELEASE

Is the form of agreement entered into relative to shipment of furniture and especially releases the company's liability for loss or damage.

F9

Emmetsburg, Iowa, Station *May 10,* 190 *6.*

In Consideration of the price (Special Rates on Car-Loads and First-Class Rates on less quantities) at which the *Through & Daily* **RAILROAD COMPANY** hereby agrees to transport a quantity of **Household Goods, Furniture,** or **Emigrants' Movables** (including **Live Stock,** if any in the Car) from *Emmetsburg, Iowa,* Station to *Council Bluffs, Iowa,* Station, the same being consigned to *H. M. Spencer,* I, *John Jones,* the Consignor, hereby release the said Company, and all other Railroads and Transportation Companies, over whose lines the above property may pass to destination, from all liability from any loss or damage said property may sustain in excess of $5 per 100 lbs., **and I hereby guarantee all charges for freight on connecting lines to destination.**

John Jones,
Consignor.

N. B.—When household goods, etc., are shipped at rate based on valuation of $5 per hundred pounds, agents will require the owner or consignor to sign this agreement, and when signed same must be kept on file at forwarding station. Agent must then note on Way Bill "Released to valuation of $5 per hundred pounds."

How is the release executed? In duplicate, the original attached to the way-bill to accompany freight to destination and the duplicate filed at station.

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GUARANTEES.

Under what conditions is perishable property taken? That all freight charges to destination are prepaid or guaranteed in writing by a responsible party. Various forms of guarantees are used, owing to the conditions. Where agents have special blanks they should be used; where these are not in stock they should write "Charges Guaranteed" on the bill of lading or other receipt given shipper. Forwarding agents will be held responsible for guarantees and must not accept same from irresponsible parties. When freight on which charges should be guaranteed is received from another company, agent must require the guarantee of connecting line and should not accept that of original shipper alone; such guarantee should cover all charges to destination, and all guarantees should be in writing.

Should guarantees accompany freight returned to manufacturers or dealers? Such shipments should in all cases be released or a guarantee signed, and unless the written order of the shipper is presented with instructions that same be returned at his expense, the charges should be prepaid.

What should be done when freight is liable to damage by weather? If offered for shipment to points to which company has no refrigerator car service, shipper should be referred to express company, and if shipper insists upon forwarding it as freight, the agents will transport it only upon conditions that the shipper assume entire risk of such damage, and upon execution of proper release or guarantee of such freight.

Note. Property liable to damage by weather must not be shipped on open cars, except at the request of shipper or owners, and so noted on the shipping instructions and entirely at his risk, and receipt must so state; nor does the company hold itself liable for damage by fire or as a common carrier, for any article after its arrival at its place of destination on its own road; its liability thereafter being that of warehouse men only. It reserves the right to charge storage, or to send freight to warehouse for storage at the risk of the owner, subject to customary storage and commission charges, as provided by law.

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Form 855.

FOR PERISHABLE OR OTHER PROPERTY OF DOUBTFUL VALUE, ETC.

GUARANTEE

Mason City, Iowa, Station, *May 10*, 190*6*.

In consideration of the *Iowa Central* Ry. Co.

transporting *10 bbl. apples*

from *Mason City, Iowa*, Station, to *Fremont, Neb.*, Station,

the same being consigned to *John Smith.*

I hereby release said Company, and each and every other Company over whose line said goods may pass to their destination, from any and all damage that may occur to said goods, arising from leakage, decay, loss or damage from the effects of heat or cold, or from any other cause whatever not the result of collision of trains or of cars being thrown from the track while in transit. And I further guarantee to said Company or Companies that, in case the Freight and Charges to destination are not paid by the Consignee within 24 hours after the arrival of said goods at destination, I will pay the amount due for transportation on presentation of the Freight Bill for the same.

John Jones

Shipper.

In presence of

Carroll Wright

S. G. Van Auken

} Witnesses

☞**Read Carefully.**—This CONTRACT is to be executed in duplicate by all shippers of all kinds of Perishable or other Property of doubtful value—the Original in every case to be filed at Station and the Duplicate attached to Way-Bill.

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MISCELLANEOUS POINTS.

Use of stamps. Agents must not use stamps alone in receipting for freight or signing bill of lading, unless authorized by the general freight department. Agents must make and sign receipts or bills of lading in ink, or with indelible pencil, and also stamp same with station stamp.

What should be done before shipping bills are filed? They should be correctly checked with freight and, after receipt has been issued, endorsed with rate, number of waybill, number and initial of car, and then filed.

What precaution must agent take before receipting for freight? He must know by actual count and examination that he received all freight he receipts for and that the marks agree with those called for on shipping bill; also see that the contents are correctly described.

Must the actual contents of car be shown? Yes; such general terms as "Merchandise" or "Grain," must not be used, but the actual contents of packages or cars must be shown. When packages of the same kind of freight are of different sizes, the number and weight should also be shown.

What is the meaning of shipper's load and count? Freight loaded by shipper and not counted by agent, and is so noted on all bills. Usually it is not accepted where it is possible for agent to tally same.

What precaution is taken with shipping bills or bills of lading furnished by shipper? That the conditions are the same as the company's, and that the freight described corresponds with the actual freight received.

Can estimated weights be accepted? Where no track or other scales can be used the shipper should furnish approximately correct weight on carload freight in bulk, and the agent should form a close estimate to be used in waybilling. The correct weight should always be obtained where track or other scales can be used at a station and regular weighing point, as per company's list marked otherwise.

Under what conditions is freight destined to prepaid stations received? Subject to owner's risk of loss or damage after unloading from car at such station.

What is observed relative to marking freight? Articles will not be received for transportation unless properly marked. Under this rule, all less than carload shipments of iron and steel articles, including casting, must

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be marked either with a label, linen or tin tag (securely fastened by wire tie or tarred rope), stencil or point (as may be preferred by shippers) showing the initials or full name of consignee, and the destination in full. Each bundle or piece must carry such marking, it being not sufficient that one bundle or piece of each lot be so marked. Excepting less than carload shipment; the name or brand and number of sacks in the consignment of flour must be plainly shown on shipping bill. In case of carriers or other similar freight, where a number of tags bear different addresses, all but the last should be removed or mutilated to avoid any confusion at transfer points where shipments are liable to become mixed.

How and when is receipt given for freight? Upon presentation of shipping bill the agent should issue "Shipper's receipt" (unless waived by shipper) or, upon demand, a "Bill of Lading" for every lot or carload of freight received. Agents should not sign bill until the freight covered by same is in possession of the company.

When are separate receipts and bills of lading issued? In accepting carload freight for shipment a separate receipt or bill of lading must be given for each car.

Should agents have possession of property before receipting? Under no circumstances must agent issue bill of lading or receipt for property which is not actually in possession of the company. Property must be checked before being receipted for, and agent must see that the marks agree with the shipping instructions. If they do not agree, but are in substantial accordance, forward according to marks; otherwise hold for proper instructions either from the shipper or connecting line, notifying them of the mistake. Bills of lading or receipts must be dated the day that property is received, and must show in detail all "Advance Charges" which are to appear on the waybill; also amount received to apply in prepayment of charges. This information must also be shown on the waybill.

What precaution is taken on property loaded on open cars? Machinery, threshing machines, and all property of all kinds shipped on open cars must be examined before being accepted and the receipt show the actual condition at the time delivery is made to this company.

"SHIPPER'S RECEIPT" for Freight. A receipt must be given by the agent or other authorized employe for all freight received for shipment (including that reshipped, as well as the company property), giving in detail the following information.

A. Station at which the freight is received.

B. Date upon which the shipment is accepted by the company.

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F-13 1-05-800M. New Form 26.

SHIPPERS' FILE No. 10

Check Clerk S. C. M. Initial J. B. S.

Door No. 7 Car 24560 C. & N. W.

RAILWAY FILE No.

No. 146 Telephone 2270 M Iowa May 10, 190 6

Received From Des Moines Notion Company,

In apparent good order, by the **Through and Daily Rail Road Company** the following described packages marked and numbered as per margin, subject to the conditions and regulations of the published Tariff of said Company, to be transported over the line of this railroad to Omaha, Neb.,

and delivered, after payment of Freight, in like good order to the next carrier (if the same are to be forwarded beyond the line of this Company's road), to be carried to the place of destination; it being expressly agreed that the responsibility of this Company shall cease at this Company's depot at which the same are to be delivered to such carrier; but this Company guarantees that the rate of Freight for the transportation of said packages from the place of shipment to Mo. Pac. Ry. shall not exceed 36.2 per 100 lbs. and charges advanced by this Company, subject to the following conditions:

This Company shall not be responsible for the loss of packages the contents of which are unknown; for leakage of any kinds of Liquids, breakage of any kind of Glass, Carboys of Acids, or articles packed in Glass; Stoves or Stove Furniture, Castings, Machinery, Carriages, Furniture, Musical Instruments of any kind, Packages of Eggs, or for loss or damage on Hay, Hemp, Cotton, or any articles whose bulk renders it necessary to transport in open cars; or for damage to perishable property of any kind occasioned by delays from any cause, or change of weather; nor for any loss of weight of Grain, or Coffee in Bags, or Rice in tierces; nor for loss of Nuts in bags, or Lemons or Oranges in boxes not covered by canvas; or for damage or loss by Fire, or for loss or damage on the Lakes or Rivers, unless it can be shown that such damage or loss occurred through the negligence or default of the Agents of the Company. It is further especially agreed, that for all loss or damage occuring in the transit of said packages the legal remedy shall be against the particular carrier or forwarder only in whose custody the said packages may actually be at the time of the happening thereof, it being **UNDERSTOOD** that the **THROUGH AND DAILY RAIL ROAD COMPANY** assumes no other responsibility for their safe carriage or safety than may be incurred on its own road.

All car-load freight shall be subject to a minimum charge for trackage and rental of $1.00 per car for each 24 hours detention or fractional part thereof, after the expiration of 48 hours from its arrival at destination.

All packages subject to charges for cooperage if necessary.

CONSIGNEE.		DESTINATION.
L. H. Stoddart		Beatrice,
	Total No. Packages 15	County ____ State Neb.
Marks L. H. S.		Via ____

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No.	DESCRIPTION OF ARTICLES.	WEIGHTS SUBJECT TO CORRECTION	STAMP
10	*Cases Boots and Shoes.*		
4	*Cases Rubber Goods.*	*1250*	
1	*Glass Sign.*		
	O R		

Checked and loaded by J. G. H.,
Loading Check Clerk.

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C. Name of the person, firm or company from whom the freight is received.

D. Name of the station to which the freight is to be transported by this company.

E. Name of the connecting transportation company to which delivery is to be made at its junction with this company when the freight is destined to a point not located upon this company's lines.

F. Station to which the rates (if any are inserted) apply.

G. Rates (when their insertion is requested by the shipper).

H. Quantity upon which rates are understood to apply; as, per cwt., per ton, per car, etc.

I. Name of the consignee, marks and final destination of the shipment in full, giving county, state or territory and specific routing instructions given by the shipper; when the freight is destined to a point not reached by any transportation company, the name of the station to which it is to be transported; also the name and address of the party to be notified when freight is consigned "Order of" or "Notify." Abbreviations must not be used.

J. Number of packages.

K. Description of articles in accordance with the terms in the classifications governing.

L. Weight.

M. Initials and number of the car if the freight has been loaded prior to the time receipt is issued.

Notation to be made on shipper's receipt. When freight is accepted at an agreed valuation, "Owner's Risk," "Company's Risk," "Released," etc., or when charges are "Guaranteed," proper notation must be made upon the receipt for freight.

Releases and other contracts to be executed. In the event the rules and regulations of the traffic department require a release or other special contract to be executed in connection with any shipment of freight, and the shipper refuses to sign the contract, the matter must be promptly referred to the general freight agent for instructions and the freight must not be accepted for shipment until instructed to do so by him.

Climatic conditions to be noted. When freight is delivered to the company during excessively hot or cold weather, or in storms of rain or snow, and it is liable to be damaged thereby, the notation "Received in Rain," "Received in Snow," "Very warm weather when received," "Very cold weather when received," as the case may be, must be made upon the face

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of the receipt for freight. Proper notation must also be made upon the face of the receipt whenever freight is received in a damaged condition; when the packages are old and appear to have been recoopered; or when the handling of them discloses the fact that the contents are in a loose or shaky condition and but partially full.

Shipper's load and count to be noted. Receipts issued for freight that is loaded by the shipper, and is not checked by an employe of the company, must bear the notation, "Shipper's Count, Tally and Loading," in addition to which the notation "More or Less," must be made when the quantity is specified by the shipper.

Charge for special cars to be noted. When special cars, such as palace horse cars, refrigerator cars, poultry cars, etc., are used, and a charge is made therefor, the amount of the charge must be noted across the face of the receipt; as for example: "$6.00 for use of —— car.

Special service subject to charge. When refrigerator cars are to be re-iced, stock stopped to be fed, or when any special service is to be performed enroute, the receipts issued for such freight must bear the notation, "Subject to Charge for Re-icing," "Subject to Charge for Stopping to Feed," etc., and the amount of the charge must be inserted whenever known.

Other notations. When the freight described in the receipts is to be "Graded," delivered "On Track," at any particular dock, elevator, warehouse, siding, etc.; or if it is to be stopped at any intermediate point to be "Shelled," "Cleaned," "Milled," "Stored," "Fed," "To Finish Loading," "Part Unload;" or to be otherwise manipulated, notation to that effect, as well as any charge in addition to the regular rate for such extra service must be entered upon the face of the sheet.

Receipts to flag stations noted. Receipts given for freight to be entered to a station at which there is no agent must bear the notation, "This company is not responsible for the freight enumerated herein after it is unloaded at destination."

Advances noted. Whenever requested by the shipper, any amount received to apply in prepayment of a shipment must be noted across the face of the receipt. As for example: "$5.10 received to be applied in prepayment of charges on this shipment."

56. When advanced charges are upon freight received for shipment, the amount so advanced must be entered on the receipt for freight.

57. A pen must be drawn through all the blank spaces in the receipt not otherwise filled up so that nothing may be added afterward.

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Erasures or alterations forbidden. No erasures or alterations must appear on receipt for freight. In the event an error is made a new receipt must be used instead of attempting to make the necessary correction. Unless special instructions are received to the contrary, agents must not issue receipts for freight guaranteeing that it will reach destination within any specified time; go by any particular train, or that the shipment will not be transferred enroute.

Time not guaranteed—delays. The company does not agree to transport freight by any particular train, or in time for any particular market, but will forward property with as reasonable despatch as the general business of the company will permit, and will not be responsible for loss or damage arising from unavoidable delays caused by the refusal, failure or inability of a connecting line to take the property forward; or occasioned by providential causes, the public enemy, mobs, or by fire.

Special time. If at any time it is deemed advisable that special time be made on any particular shipment, agents will communicate with the general freight department and division superintendent on the subject.

ADVICE TO CONSIGNOR AND CONSIGNEE IN CASE OF DETENTION OR DELAY OF FREIGHT IN TRANSIT.

When freight is delayed at a junction by refusal of connecting line to receive same owing to inability to handle, or for other reasons, agent at the point of delay must arrange through agents at originating point and destination to notify both consignor and consignee, stating reasons for delay and, if possible, secure orders for disposition.

ADVANCE CHARGES ON AGRICULTURAL IMPLEMENTS, ETC.

On shipments for distribution of new agricultural implements, vehicles and machinery originally received from manufacturing points via this line, agents will be permitted to advance legitimate transportation charges to their station, using care that property is worth all charges to destination.

Prepayment of charges on returned freight. Agents will in every case require prepayment of all freight charges on agricultural implements, vehicles, machinery, patent medicines, paints, roofing, stoves, store furniture, carriers of all kinds and stock foods returned to manufacturers or dealers, unless the written order of the manufacturer or dealer for their return is produced by the shipper. Agents will require from the shipper

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or from connecting road, when from points off this line, the surrender of the written order of the manufacturer or dealer for return of the goods, said order to be attached to original waybill and to accompany same to destination so that the dealer or manufacturer will have no occasion to question the return when delivery is tendered. For information of the auditing department, etc., agents will note on waybill "Order for Return Attached to Original Waybill." When receiving freight of this kind from connecting lines, notation on transfer bills to the above effect will be required, and in all cases where it is not possible to attach that copy of the order to the waybill, notation should be made thereon that such was presented. Agents must see that these instructions are carried out.

Responsibility for collecting other than transportation charges. This company does not assume the collection of anything more than its own freight charges, actual drayage, switching, feeding, cleaning and shelling charges, and the legitimate transportation charges advanced to connecting lines. The company will not be accountable for the collection of advanced charges paid to other corporations or individuals in good faith.

Alterations of advanced charges. Alterations or additions to amounts entered on waybills under the head of "Advanced Charges" must not be made by the receiving agent except when directed to do so by the agent at the station where the waybill is made, or by the freight auditor. When changes are made in advanced charges by the receiving agent a copy of the authority for so doing must be sent to the freight auditor. It should be attached to the original waybill if it has not already been sent. The receiving agent is requested to increase the amount of advanced charges, or to add such charges to any waybill received. If he is unable to make the collection the forwarding agent and the freight auditor must be immediately notified by wire.

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TWO FORMS BILL OF LADING.

In order that a company may protect its interests as well as that of its patrons, it issues two forms of receipts and bills of lading for property delivered to it for transportation. A description of two different forms will be found on pages (42-43). The agent and his assistants should familiarize themselves with two or more different forms used by their company. *Negotiable or not.* By the provision of the general rules, unless a negotiable receipt or bill of lading is requested by the shipper at the time the property is delivered for transportation, or bill of lading applied for, a receipt or bill of lading forms (see page 49) respectively, will be issued.

These forms will have printed on them the words "Not Negotiable or Transferable." If you have not been furnished with such forms or do not have them on hand, you will write or stamp across the face of the bill of lading issued by you "Not Negotiable or Transferable," and if receipt for freight is issued on form furnished by the shipper, the words "Not Negotiable or Transferable," must be written or stamped across the face of said receipt unless a negotiable receipt of bill of lading or receipt properly endorsed is surrendered.

Issuing negotiable bill of lading. When shipper desires a negotiable receipt or bill of lading, the same will be issued by agents on forms similar to those found on pages 45-47. When such negotiable receipt or bill of lading is issued, waybills for property must have stamped or written across their face "Do not deliver without surrender of the original bill of lading or receipt properly endorsed," and property so receipted for and way-billed must not be delivered until the original bill of lading or receipt properly endorsed is surrendered.

What is the object of two forms. The object in adopting various forms of bill of lading and receipts and manner of waybilling freight is to protect a company and its patrons from loss; and when shippers desire negotiable receipts or bill of lading the same will be gladly furnished them, but when so furnished it will be with the understanding that before the property called for on the bill of lading or receipt is delivered, the same must be surrendered the same as the shippers and banks do when they issue notes

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or negotiable paper. They would not think of paying the same until it was surrendered to them for cancellation.

Agents to guard against receipts. Local agents who are authorized to issue bills of lading in lieu of receipts for freight must see that they contain all of the information which is required to be shown on receipts for freight. When a bill of lading is issued no receipts for freight must be issued, and vice versa.

Where bill of lading is issued by other agents. When bills of lading are issued by commercial, general or other agents, the receipts for freight or bills of lading issued at the time the freight was delivered to the company must be taken up. All of the information given in the document which is surrendered must be copied on the bill of lading. The notation "Bill of lading issued, ...191 ," must be made across the face of the receipt or bill of lading taken up. It must then be filed as a record of the transaction.

How bills of lading are to be issued. Bills of lading must be written in ink and a pen drawn through all the unused blank spaces so that nothing may be added after it is issued. They must be signed in ink by the authorized person to issue them. In the event the signature is affixed by an authorized employe, his name must also be signed in full underneath so that the person actually issuing the document may be indentified beyond question. No erasures or alterations must appear upon the bill of lading. In the event an error is made, another blank must be used instead of attempting to make the necessary corrections.

Receipts of bills of lading issued to cover shipments to be stopped in transit. Receipts issued to cover shipments to be stopped in transit for cleaning, milling, or other purposes, in all cases to be issued only up to the stopping point, and the agent at that point must in every case take up and cancel such receipt. When the property is forwarded from that point new receipts will be issued covering the shipment under the same conditions as in the first paragraph.

Dating bill of lading, live stock contracts and receipts. Receipts, bills of lading and livestock contracts must not be issued until entire shipment is in possession of the company, and the date shown thereon should be the date upon which the shipment is completed. Especial attention is called to this paragraph which provides that receipt and bill of lading must not be issued until shipments are in possession of the company, and the date thereon should be the date upon which received. Agents must comply with this rule and, under no consideration, antedate bills of lading.

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UNIFORM BILL OF LADING ADOPTED IN IOWA.

Iowa has a uniform bill of lading to be issued by the common carriers. The bill is known as the "Smith uniform bill of lading acts."

It provides that all bills of lading shall contain the date, name of consignee, place where the goods are received, the destination of the goods, the signature of the carrier and a description of the goods.

The bill also makes the carrier liable for failure to deliver a part of the goods to one person, even after the said carrier has made a delivery of the other part to another, who has purchased the second part after the sale of the first part.

The bill also outlines the general provisions of bills of lading.

MISCELLANEOUS NOTES.

Give direction in routing of freight destined to points on foreign lines. Freight intended to be forwarded by some other company, after transportation over your own line, should be marked or directed by consignor accordingly. In issuing bill of lading or shipper's receipt for freight destined to point on foreign lines, the name of the station where the freight leaves your company *must* be shown, as well as the ultmate destination.

How should signatures to official documents be executed? In ink, unless stamp is authorized by general freight agent.

Would you enter both through and advanced charges on bill of lading, or shipper's receipt? On freight contracted through to a point beyond your local road, enter through rate, and if advanced charges are paid, such amount should be entered on same.

What notation should be made on prepaid bills of lading? That amount received is "To Apply in Payment in Charges," particualrly when destined to foreign lines.

How should hay, straw, cotton, and flaxtow be loaded? In box cars or other such cars as designated by the proper officials to guard against fire, etc.

LIVE STOCK.

Transportation under terms of contract. Live stock will be received and transported only in accordance with the terms and conditions of the regular live stock contract.

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New Form 400

4-8-c2 50M D

Waukee, Iowa, **Station,** *May 10,* **190** *6*

RECEIVED from *Bousue Rcgur Grain Co.*

By the Through & Daily Rail Road Company.

The property described below, in apparent good order, except as noted (contents and conditions of contents of packages unknown), marked, consigned, and destined, as indicated below, which the said Company agrees to carry to the said destination if on its road, otherwise to deliver to another carrier on the route to said destination.

SUBJECT TO CONDITIONS ON BACK HEREOF.

IT IS MUTUALLY AGREED, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions, whether printed or written, herein contained, and which are hereby agreed to by the shipper, and by him accepted for himself and his assigns as just and reasonable.

☞ **Property to be Delivered Only on Surrender of this Bill of Lading Properly Indorsed.**

Upon all the conditions, whether printed or written, herein contained, it is mutually agreed that the rate of freight from

Waukee, to *Baltimore, Md.* is to be in cents per 100 lbs.:

If....times 1st Class	If First Class	If Second Class	If Third Class	If Fourth Class	If Fifth Class	If Sixth Class	If Special Class	If Special Rate
								25

And Charges Advanced at $

Marks, Consignee, and Destination	No. Pkgs.	Description of Property as Given by Consignor	Weight Subject to Correction
West Andveose, Baltimore, Md.		*Nursery Stock*	*30,000*

Frank Cassidy, Agent.

RAILWAY STATION SERVICE

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CONDITIONS

1. No carrier or party in possession of all or any of the said property herein described shall be liable for any loss thereof or damage thereto, by causes beyond its control; or by floods or by fire from any cause wheresoever occurring; or by riots, strikes, or stoppage of labor; or by leakage, breakage, chafing, loss in weight, changes in weather, heat, frost, wet, or decay; or from any cause, if it be necessary or is usual to carry such property upon open cars. In the event of loss of, or damage to, any of the property for which the carriers may be responsible under this bill of lading, it is provided that each carrier over whose route the said property is to be carried shall have the benefit of any insurance effected by or on account of the owners of said property.

2. No carrier is bound to carry said property by any particular train or vessel, or in time for any particular market, or otherwise than with as reasonable despatch as its general business will permit. Every carrier shall have the right, in case of necessity, to forward said property by any railroad or route between the point of shipment and the point to which the rate is given.

3. No carrier shall be liable for loss or damage not occuring on its own road, or its portion of the through route, nor after said property is ready for delivery to the next carrier or to consignee. The amount of any loss or damage for which any carrier becomes liable shall be computed at the value of the property at the place and time of shipment under this bill of lading, unless a lower value has been agreed upon or is determined by the classification upon which the rate is based, in either of which events such lower value shall be the maximum price to govern such computation. Claims for loss or damage must be made in writing to the agent at point of delivery promptly after arrival of property, and if delayed for more than thirty days after delivery of the property, or after due time for the delivery thereof, no carrier hereunder shall be liable in any event.

4. All property shall be subject to necessary cooperage and baling at owner's cost. Each carrier over whose route cotton is to be carried hereunder, shall have the privilege, at its own cost, of compressing the same for greater convenience in handling and forwarding, and shall not be held responsible for unavoidable delays in procuring such compression. Grain in bulk consigned to a point where there is an elevator may (unless otherwise expressly noted herein, and then if it is not promptly unloaded) be there delivered, and placed with other grain of same kind, without respect to ownership, and if so delivered will be subject to a lien for elevator charges in additon to all other charges hereunder. Grain or seeds shipped hereunder and ordered by shippers, owners, or agents, stopped, and unloaded in transit into elevators, warehouses, or cleaning houses, are subject to risks of all kinds, for which it is especially agreed this Company will not be liable while the property is out of its possession; and it is further agreed that this bill of lading is null and void until said property is again reloaded upon its tracks for furtherance to place of destination. No carrier shall be liable for differences in weights or for shrinkage of any grain or seed carried in bulk.

5. Property not removed by the person or party entitled to receive it within twenty-four hours after its arrival at destination, may be kept in the car, depot, or place of delivery of the carrier, at the sole risk of the owner of said property, or may be, at the option of the carrier, removed and otherwise stored at the owner's risk and cost and there held subject to lien, for all freight and other charges. The delivering carrier may make a reasonable charge per day for the detention of any car and for the use of track after the car has been held forty-eight hours for unloading, and may add such charges to all other charges hereunder, and hold said property subject to a lien therefor. Property destined to or taken from a station at which there is no regular appointed agent, shall be entirely at risk of owner when unloaded from car, or until loaded into car; and when received from or delivered on private or other siding shall be at owner's risk until the cars are attached to, and after they are detached from train. Goods in bond subject to custom house regulations and expenses.

6. No carrier hereunder will carry, or be liable in any way for, any documents, specie, or for any articles of extraordinary values not specifically rated in the published classification, unless a special agreement to do so, and a stipulated value of the articles, are endorsed hereon.

7. Every party, whether principal or agent, shipping inflammable, explosive, or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for all loss or damage caused thereby, and such goods may be warehoused at owner's risk and expense, or destroyed without compensation.

8. Any alteration, addition, or erasure in this bill of lading which shall be made without the special notation hereon of the agent or the carrier issuing this bill of lading, shall be void.

9. Owner or consignee shall pay freight at the rate below stated, and all other charges accruing on said property, before delivery, and according to weights ascertained by any carrier hereunder; and if upon inspection it is ascertained that the articles shipped are not those described in this bill of lading, the freight charges must be paid upon the articles actually shipped and at the rate, and under the rules provided for by published classification.

10. If all or any part of said property is carried by water over any part of said route, such water carriage may be performed subject to the conditions, whether printed or written, contained in this bill of lading, including the condition that no carrier or party shall be liable for any loss or damage resulting from the perils of the lake, sea, or other waters; or from explosion, bursting of boiler, breakage of shafts, or any latent defects in hull, machinery, or appurtenances; or from collision, stranding, or other accidents of navigation: or from the prolongation of the voyage. And any vessel carrying any or all of the property herein described shall have the liberty to call at intermediate ports; to tow and be towed, and to assist vessels in distress, and to deviate for the purpose of saving life or property. And any carrier by water liable on account of loss of or damage to any of said property, shall have the full benefit of any insurance that may have been effected upon or on account of said property.

11. If the word "Order" is written hereon immediately before or after the name of the party to whose order the property is consigned, without any further condition or limitation other than the name of the party to be notified of the arrival of the property, the said property shall only be delivered upon the surrender of this bill of lading properly endorsed. If any other than the aforesaid form of consignment is used herein, the said property may, at the option of the carrier, be delivered without requiring the production or surrender of this bill of lading.

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Time not guaranteed. Agents must not agree to forward live stock by any particular train, within any specified time, nor in time for any particular market. If shipper desires special service, agent should communicate with the division freight agent.

Transportation of cars. Before loading live stock, agents must carefully examine cars for projections such as nails, splinters, bolts, etc., liable to injure the stock; also see that the floors, cross-bars, and doors are in proper order. When car is loaded, doors must be examined and securely fastened before the car leaves the station. If cars are found defective they must not be loaded until necessary repairs are made.

Stock to be counted when loading. Agents must count live stock as it is being loaded, and note on live stock contract and waybill the number of animals loaded into each car and conditions of same. Agents should also see that cars are not crowded or overloaded.

Owner to load and unload. The company requires the owner to load and unload his stock, but agents must render all possible assistance. Employes must also see that men in charge of live stock are afforded proper facilities for the care of the stock under their charge in train and at stations.

How contracts are issued. Agents must issue live stock contracts in duplicate for all shipments of live stock in carloads or less (or emigrant movables in which live stock is included), and not issue any other form of receipt or bill of lading. The original and duplicate must be signed by the agent and the shipper, the original to be given to the shipper or person in charge, and the duplicate sent to the auditor of freight accounts with daily abstracts on which the waybill is reported.

To be made out properly. Agents must be very particular to make live stock contracts properly. All blank spaces must be filled in with the information called for. The kind of stock (whether horses, cattle, hogs, or sheep) must be shown on both contracts provided for names.

Names of owner or bonafide employe to be inserted. Agents should permit only the owner or bonafide employe who accompanies the stock to sign their name on the back of the contract, and must draw a line through the remaining spaces provided for names.

Valuation of stock to be inserted. Special attention is directed to the provision of the live stock contract in regard to the valuation. Inasmuch as the rate to be applied and the settlement of possible claims for damages depend upon the valuation of each animal, as declared by the shipper, agents must request shipper to insert in ink, on contract, the valuation at

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which he wishes to ship his live stock and the shipment should be rated accordingly. The agreed valuation must also be inserted on waybill.

High-priced animals. Race horses, stallions and other high-priced animals which shippers decline to forward according to valuation provided for in regular live stock contract, or classification, will be taken only by special agreement under direction of freight department.

Time of loading live stock. Particular attention is called to the rules regarding the time of loading live stock which must be noted on the waybills for same. The rules should be strictly obeyed and every waybill for the shipment of live stock should plainly show the day and hour when stock was loaded.

Actual rates in contracts. The actual rate in cents per hundred (cwt.) pounds, or in dollars per car, as provided for in the current tariffs, must be inserted in the proper place on live stock contracts. The word "Tariff" must not be used to indicate the amount of charges.

When shipper declines to place valuation on live stock. Agents will insert what they consider a fair valuation and rate the shipment accordingly.

Attendants. Each shipment of live stock, whether carload or less, should have an attendant in charge to take care of, feed and water the stock while in transit; load and unload the same at the owner's expense, and notation "Attendant in Charge" should be noted on waybill.

Forwarding stock without attendants. In cases where shippers desire to forward their stock without attendant in charge, and the company accepts the shipment under these conditions, it must be understood in so doing that the shipper assumes all the risk of loss or damage, and notation to that effect must be made on the live stock contract and waybill. The agent must write in ink, or stamp in space provided for the signature of the attendant on back of live stock contract or elsewhere, "no attendant in charge." This contract is not good for return transportation.

Note. Attention of agents is called to special rules and regulations issued from time to time specifying the conditions under which the company will accept less than carload shipments of live stock without attendant.

Live stock from connecting lines. Transfer bills from connecting lines for all shipments should show the valuation to which released at shipping point. If connecting line tenders shipment of live stock without an attendant and such shipments are not covered by a through contract, a contract must be filled out showing the valuation of the animals as shown on the transfer bill and attached to the waybill with request to receiving agent to have it properly signed and returned before delivery of freight.

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Note. Eastern roads and many western roads will not accept live stock in either carloads or less without an attendant in charge; consequently when a shipment of live stock is offered without an attendant, destined to a point on a foreign road, agent should not accept same without first ascertaining from the division freight agent if the shipment can be sent forward without a man in charge.

Transportation for attendants. Parties accompanying less than carload shipments of live stock must provide themselves with tickets for transportation through to destination on local road, or to junction point with connecting lines. Agents will decline the shipments when the attendants are not provided with necessary transportation. If for any good reason an attendant in charge of less than carload shipments of live stock is unable to purchase a ticket before train leaves he may be allowed to accompany the stock, and the amount of the fare must be entered in the freight column of the waybill with notation against same showing what it is for; the receiving agent will add such charges to the freight charges and collect the total from consignee. Memorandum of the transaction showing number and date of the waybill, starting point and destination, and amount to be collected, should be entered on the conductor's cash report of the trip and forwarded promptly to auditor of ticket account.

When extra men accompany stock. When extra men accompany stock without contracts held by others they must pay fare or leave the train. Conductors must not insert such fares on waybills for collection at destination because consignees will invariably claim that the men were not authorized to take charge of the stock and should not have been carried.

Crippled or dead stock unloaded in transit. When live stock is unloaded in transit for feeding or other purposes, and any such animals are left out of the car on account of being crippled or dead, notation must be made in ink on face of waybill showing station at which such animals are taken out. Name of employe making notation and date must also be shown on face of waybill.

Stock consigned to order. Agents will decline to receive stock consigned "To Order" of a firm or individual. All live stock must be consigned direct to some party at destination who is prepared to receive and care for it upon arrival.

Initials not to be used. Full names of consignors and consignees must be given on live stock contracts and waybills. The use of initials to indicate names is not permitted.

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LIVE STOCK CONTRACT.

INSTRUCTIONS TO AGENTS AND SHIPPERS.

Live Stock in quantities LESS THAN A FULL CARLOAD will be charged for on basis of estimated weights as per current classification.

When carload rates are shown per 100 lbs, they are subject to the regular established minimum weights as shown in tariffs.

This contract when executed by shipper and agent and indorsed by the person or persons in charge of shipment and same certified to in ink by the agent will entitle such person or persons to ride on same train with stock, to care for same, and is the authority for conductor to pass them.

Conductors must punch contracts, or in the absence of punch will indorse their names on the back of contract when presented for passage.

Agents will permit only the names of the owners or bona fide employes who accompany the stock, to be entered on the back of the contract, without regard to passes allowed by number of cars.

As a means of identification, the agent issuing this contract, will indicate with L punch marks in column 1 in the marginal space shown thereon, the personal description of attendant in charge of the Live Stock covered by this contract. Should contracts carry more than one attendant in charge, agents will punch description in additional columns (2 and 3) care being taken to have description coincide with parties whose names appear on back of contract.

For rules governing issuance of return transportation of Live Stock attendants, see special instructions.

Agents of this Company are not authorized to agree to forward Live Stock to be delivered at any specified time, or for any particular market.

No. of Cars	INITIALS	No. of Head.	WAY-BILL SERIES	WAY-BILL NO.
86000	CA&P	73		100

LIVE STOCK CONTRACT, Executed at *Ladora, Ia.* Station *Apr. 4* 190 *6*

THIS AGREEMENT, Made between the CHICAGO, THROUGH & DAILY RAILWAY COMPANY, of the first part, and *Smith Co.*, of the second part, WITNESSETH, That for the consideration and the mutual covenants and conditions herein contained, the said first party will transport for the said second party the Live Stock described below, and the parties in charge thereof, as hereinafter proxided, viz.:

1 Cars, said to contain *Hogs, 73* head of from *Ladora, Iowa.* Station to *U. S. Yards, Ill.* Station, consigned to *Sprague Com. Co.*

, at the rate of *20 cents* per *100* from *Ladora, Iowa* to *U. S. Yards, Ill.* subject to minimum weights and length of cars specified and provided for in Tariff; said rate being less than the rate charged for shipments transported at **CARRIER'S RISK,** for which reduced rate and other considerations it is mutually agreed between the parties hereto, as follows:

First—It is mutually agreed that if the destination of the aforesaid cars be on the line of the Chicago, Rock Island & Pacific Railway Company, then the Chicago, Rock Island & Pacific Railway Company agrees to deliver same to consignee after payment of charges and surrender of this contract, but if the destination of such cars be beyond the line of the Chicago, Rock Island & Pacific Railway, then the Chicago, Rock Island & Pacific Railway Company agrees, and it, and each connecting carrier in turn is hereby authorized to deliver said cars to its connecting carrier for transportation under the terms, stipulations, limitations, and agreements herein contained, and each and every carrier receiving said cars for transportation shall be deemed to adopt the terms and conditions hereof and assume the like liabilities and shall be entitled to all the provisions, exemptions from and limitations of liability and other stipulations governing the measure and adjustments of damages herein contained; it being understood and agreed that the duty and liability of the Chicago, Rock Island & Pacific Railway Company and that of every other carrier transporting said cars hereunder, absolutely ceases and terminates upon delivery by it of said cars to its connecting carrier. The Chicago, Rock Island & Pacific Railway Company, in fixing and guaranteeing through rates to a point beyond its own line, acts only as agent for the connecting line or lines, and in no case, and under no circumstances, shall the Chicago, Rock Island & Pacific Railway Company be held liable for any injury to or loss of the stock transported hereunder, from any cause whatsoever, happening or accruing beyond its own line, and in the event of injury to or loss of said stock, only the carrier on whose line the injury or loss actually occurs, shall be liable.

Second—That the Live Stock covered by this contract is not to be transported within any specified time, nor delivered at destination at any particular hour, nor in season for any particular market.

Third—That the first party is exempted from liability for loss or damage arising from derailments, collision.

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fire, escapement from cars, heat, suffocation, over-loading, crowding, maiming—or other accidents or causes not arising from negligence of the first party.

Fourth—That the second party shall assume all risk and expense of feeding, watering, bedding and otherwise caring for the Live Stock covered by this contract while in cars, yards, pens, or elsewhere, and shall load and unload the same at his own expense and risk.

Fifth—That the first party is exempted from liability for loss or damage caused by any mob, strike, or threatened or actual violence to person or property from any source.

Sixth—That, as a condition precedent to any damages, or any loss or injury to Live Stock covered by this contract, the second party will give notice in writing of the claim therefor to some general officer or to the nearest station agent of the first party, or to the agent at destination, or some general officer of the delivering line, before such stock is removed from the point of shipment or from the place of destination, and before such stock is mingled with other stock, such written notification to be served within one day after the delivery of the stock at destination, to the end that such claim may be fully and fairly investigated; and that a failure to fully comply with the provisions of this clause shall be a bar to the recovery of any and all such claims.

Seventh—That in case of total loss of any of the Live Stock covered by this contract from any cause for which the first party will be liable, payment will be made therefor on the basis of the actual cash value at the time and place of shipment, but in no case to exceed $100.00 for each horse, pony, gelding, mare or stallion, mule or jack; $50.00 for each ox, bull, or steer; $30.00 for each cow; $10.00 for each calf or hog; $3.00 for each sheep or goat and in case of injury or partial loss, the amount of damage claimed shall not exceed the same proportion.

Eighth—That this contract does not entitle the holder thereof, or any other person, to ride on any train except for the purpose and in accordance with the conditions printed on the back hereof, all of which are agreed to be a part of this contract; nor to ride in the cars of any train except that in which the Live Stock covered by this contract is transported, nor to return passage from *Ladora, Iowa* to *U. S. Yards, Ill.* unless this contract is presented to the properly authorized agent of the first party for return pass within the time prescribed by the rules of said Railway Company as shown on the back hereof, under the head "Limit for return passage," all of which is hereby made a part of this contract.

Ninth—That such pass, properly obtained as above, shall be used by such person or persons only whose names are written herein *John White* and who actually accompanied the Live Stock for the purpose of caring therefor, and shall not include women, infants, or other persons unable to perform the services of caring for Live Stock in transit, as required by this contract; and persons entitled to return passage under the terms of this contract, shall perform the journey within the time and in accordance with the regulations of the party of the first part, as shown on such pass, all of which is hereby made a part of this contract.

Tenth—That the person or persons in charge of Live Stock covered by this contract shall remain in the caboose car attached to the train while the same is in motion, and that whenever such person or persons shall leave the caboose car, or pass over or along the cars or track, they shall do so at their own risk of personal injury from every cause whatever, and that the said first party shall not be required to stop or start its trains or caboose cars from depots or platforms, or to furnish lights for the accommodation or safety of such persons.

Eleventh—That the second party hereby releases and waives any and all cause for action for damages that may have accrued to him by any written or verbal contract prior to the execution hereof.

Twelfth—That in case the Live Stock mentioned herein is to be transported over the road or roads of any other Railroad Company, the first party shall be released from liability of every kind after said Live Stock shall have left its road, the understanding of both parties hereto being that the party of the first part shall not be held or deemed liable for anything beyond the line of its road, excepting to protect the through rate of freight named herein.

Thirteenth—*That no person other than the owner of the stock shipped, or his duly authorized agent, in the name of the owner, shall be allowed to sign this contract.*

Fourteenth—That no suit or action against the first party for the recovery of any claim by virtue of this contract shall be sustainable in any court of law or equity, unless such suit or action be commenced within six months next after the cause of action shall occur; and should any suit or action be commenced against the first party after the expiration of six months, the lapse of time shall be constituted conclusive evidence against the validity of such claim, any statute of limitation to the contrary notwithstanding.

Fifteenth—If the Live Stock shipped under this contract are delivered at the Union Stock Yards, Chicago, Ills., then and in that event, an additional charge will be made to the rate herein named, or to the regular rate applying between point of origin and Chicago, Ills., of $2.00 per car.

Sixteenth—That in making this contract, the undersigned owner or other agent of the owner, of the stock named herein, expressly acknowledges that he has had the option of making this shipment under the tariff rates, either at carrier's risk or upon a limited liability, and that he has selected the rate and liability named herein, and expressly accepts and agrees to all the stipulations and conditions herein named.

Seventeenth—*That the evidence that the said second party, after fully understanding and accepting all the terms, covenants and conditions of this contract, including the printed rules and regulations on the back thereof, and that they all constitute a part thereof, fully assents to each and all of the same, is his signature hereto,*

C. W. Jones Agent,

for *C. R. I. & P.* Railway Company.

Smith & Co. Shipper.

C. W. Jones

(To be other than either of the Contractors.)

DESCRIPTION OF ATTENDANT.		1	2	3
SIZE.	Slim	★	★	★
	Medium	★	★	★
	Stout	★	★	★
HEIGHT.	Tall	★	★	★
	Medium	★	★	★
	Short	★	★	★
HAIR.	Light	★	★	★
	Gray	★	★	★
	Dark	★	★	★
	Red	★	★	★
BEARD.	Mustache	★	★	★
	Chin	★	★	★
	Side	★	★	★
	Full Beard	★	★	★
	None	★	★	★

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Form 408

Limited Liability Live Stock Contract made and entered into

this 4 day of April A. D. 1906, at Marengo, Ia. Station by and between the

Through and Daily Rail Road Company

a corporation organized under and by virtue of the State of Illinois, hereinafter called the Railway Company, party of the first part, and Smith & Co. of Marengo, Ia., (Residence)

hereinafter called the Shipper, party of the second part.

WITNESSETH: That the said Shipper has delivered to the said Railway Company the following described live stock, to-wit:

1 carload of Hogs way-billed and loaded as follows:

No. of W. B.	Car Number	Initials.	No. of W. B.	Car Number.	Initials.	No. of W. B.	Car Number.	Initials.
100	86000	C.R.I.&P.						

For transportation over the lines of said Railway Company from Marengo, Ia. to U. S. Yds., Ill.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

First. In consideration of the rate of freight of 20. per 100 to be paid by said Shipper or his agent or the consignee of the shipment covered by this contract, the said Railway Company hereby agrees to transport said live stock to destination above stated with reasonable diligence and despatch, but it is understood and agreed that the said Railway Company shall not be required to forward said live stock by any particular train for delivery at destination at any specified date, nor within any specified time.

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SECOND. The rate of freight above stated as compensation to the Railway Company for its services and risk in transporting said live stock being based on the following fixed values (unless a greater value is declared by said Shipper at time of shipment as hereinafter provided); now, therefore, unless said greater value is declared, said Shipper agrees that the value of the live stock above stated to be transported under this agreement does not exceed the following mentioned sums, to-wit: Each horse, one hundred dollars; each mule, one hundred dollars; each stallion, one hundred dollars; each jack, one hundred dollars; each ox, fifty dollars; each bull, fifty dollars; each cow, thirty dollars; each calf, ten dollars; each pig, ten dollars; each sheep, three dollars. Otherwise said Shipper does hereby declare that the value of said live stock is as follows:

Each *Hog* value, $ *10.00* ; each _____ value, $ _____

to which value the rate above stated is proportioned by the published classifications and tariffs of said Railway Company.

THIRD. The said Shipper hereby declares that he has examined the car or cars in which said live stock is loaded and hereby accepts said car or cars as being in proper and safe condition for the transportation of said live stock. Said Shipper agrees that the car or cars containing said live stock are to be in charge of said Shipper or his authorized agents while in transit (transportation for such persons being furnished by the Railway Company in accordance with its published classifications and tariffs and upon the conditions printed on the back of this agreement), and said Shipper hereby assumes the duty of loading and unloading said live stock and of attending to, feeding and watering the same at his own risk and expense, and further agrees to and does assume all liability for any injury the animals may do to each other or themselves, or for any loss or damage occasioned by theft, conditions of weather, or the escape of animals from the cars, or from any other cause whatsoever, except the gross carelessness or negligence of the said Railway Company. Said Shipper agrees that all costs for feeding, watering or other expenses in connection with said live stock, while same is in the possession of the Railway Company, shall be paid for by said Shipper or Consignee, and that in the event of the Railway Company paying such charges, the same shall be repaid to the Railway Company, in addition to the charges for transportation hereinbefore specified.

FOURTH. The said Shipper hereby assumes the duties of properly placing the said live stock in the car or cars, and in the event that the Railway Company shall furnish any person or persons to assist in loading or unloading said live stock at any point, no additonal charge shall be made therefor, but such persons shall, while so engaged in loading or unloading said live stock, be deemed as exclusively the employes of said Shipper, and said Shipper hereby agrees to save and hold harmless the Railway Company from any loss of or damage to said live stock caused in any manner whatsoever by such persons while so employed.

FIFTH. The said Shipper agrees that said Railway Company shall not be liable for any loss or damage to said live stock resulting from the delay to trains unless such delay shall be caused by the gross negligence of the Railway Company, and it is mutually agreed and understood that for all loss of or damage to said live stock, while it is in the possession of the said Railway Company or of any other common carrier, the legal remedy shall be against the particular carrier or forwarder only in whose custody said live stock may actually be at the time of the happening thereof, it being understood that the said Railway Company assumes no other liability to said property than such as may be incurred on its own lines of railway.

SIXTH. The said Shipper further agrees that in the event of his right to recover any damages for loss of or injury to any of said live stock, he will give notice in writing of his claim therefor to some officer or the nearest station agent of the particular carrier, as above provided, before said live stock has been removed from said place of destination or has been allowed to mingle with other animals. And unless said claim is presented in writing within twenty days from the date hereof, neither the said Railway Company nor any other carrier hereunder shall be liable in any event.

SEVENTH. Any person accepting transportation from the said Railway Company, as herein provided, for the purpose of attending said live stock, thereby agrees by such acceptance to be conveyed at his own risk of personal injury from any cause whatsoever, except injuries arising from the gross carelessness or negligence of said Railway Company. Return transportation will only be issued upon the presentation of this agreement to the agent of said Railway Company at destination. This agreement must be presented in person by the Shipper or his authorized agent who actually has accompanied the said live stock covered by this agreement; and said Shipper hereby agrees for himself and his authorized agents that the Railway Company shall not be required to furnish return transportation, as hereinbefore provided, unless this contract has been presented to, punched and endorsed by conductors or other employes of the Railway Company having said live stock in their trains, and further agrees to deliver up this agreement to the agent of the Railway Company upon receipt of said return transportation.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

Through and Daily Rail Road Company.

By *C. W. Jones,*
AGENT.

Smith & Co.,
SHIPPER.

Not Negotiable.

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Through and Daily Rail Road Company

Live Stock Contract with

_____

_____

*From*_____

*To*_____

*Dated,*_____ *190 __*

Agents will request parties in charge of stock to write their names below with ink and will draw lines through all blank spaces. If no one is to accompany stock, write across the space **"No attendant, not good for transportation."**

_____

_____

_____

_____

Good for _____ return pass (if used within _____ days from date of contract) when presented as specified in agreement. (See other side.)

Signed and stamped by

_____ *Agent*

CONDUCTORS will not honor this contract for passage unless parties entitled to ride have signed their names in ink above.

EACH CONDUCTOR having stock in charge covered by this contract, must punch and sign his name in space below.

Punch Mark	CONDUCTOR	Train No.	Date

INSTRUCTIONS TO AGENTS.

But one original live stock contract will be issued for each shipment. This original must be written with ink and signed with ink by both Shipper and Agent, and delivered to the Shipper. An exact copy of the original will be made by Agent, which will be signed by Shipper, but not by Agent; it must be marked "copy" and forwarded to the Freight Auditor.

Agents are strictly prohibited from issuing passes to attendants accompanying live stock, the only form of transportation allowable being the live stock contract properly endorsed on the back in space provided. Agents at destination are authorized to issue return drovers' tickets in accordance with current classifications, tariffs and rules. The transportation of live stock attendants must be in accordance with instructions governing free travel and passes.

Agents are strictly prohibited from changing in any manner the provisions and agreements of live stock contracts and shall not agree to forward live stock for delivery at any specified date nor within any specified time.

A live stock contract must be properly executed for one or more animals to be shipped, and but one contract should be issued to the same shipper for any number of cars of live stock loaded and forwarded in the same train to the same destination. **All blank spaces must be filled out with ink, especially the space provided for special valuation when such valuation is not declared by shipper.**

Live stock contracts are not negotiable under any circumstances and agents are strictly prohibited from way-billing live stock "to order."

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The "STUB" on live stock waybills. The stub attached to waybills must be correctly filled out as they alone are used for the collection of all charges, including feed charges. The number of animals must not be inserted on stubs.

Extract of United States laws. Waybills for live stock must show day and hour the stock was loaded in order that all concerned may be able to comply with the laws of the United States in relation to the transportation of live stock as follows:

"Section 4386. No railroad company within the United States whose road forms any part of a line over which sheep, swine, or other animals are conveyed from one state to another.....shall confine same in.....for a longer period than *twenty-eight* consecutive hours without unloading the same for rest, watering and feeding, for a period of at least five consecutive hours, unless prevented from so unloading by storm or other accidental causes."

"In estimating such confinement the time during which the animals have been confined without such on connecting roads from which they are received shall be included, it being the intent of this section to prohibit their continuous confinement beyond the period of twenty-eight hours, except upon contingencies herein stated."

"Section 4387. Animals so unloaded shall be properly fed and watered during such rest by the owner or the person having the custody thereof; or, in case of his default in so doing then by the railroad company..... transporting the same, at the expense of the owner or person having the custody thereof; and such company.....shall in such cases have a lien upon such animals for food, care and custody furnished, and shall not be liable for any detention of such animals."

"Section 4388. Provides for a penalty of not less than $100, nor more than $500 for failure to comply with the provisions of the two preceding sections."

Time limits. As far as practicable, shipments of live stock, whether carloads or less, will not be run more than twenty-eight hours without being unloaded for rest, water and feeding.

Exception. When shipper desires he may authorize Railroads to extend time limit from twenty-eight hours, but not to exceed thirty-six hours. This form, when signed by shipper and presented to agent, must be attached to waybill and accompany same to destination. Agent must also note on waybill that thirty-six hours' limit has been executed.

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Notes on waybill. At stations where live stock is unloaded for rest, water and feeding, as required by the United States laws, agents must enter on waybills name of station, date and hour reloaded. When the instructions on the waybill in regard to stopping live stock to feed and water are changed at request of owner, or party in charge, the conductor must make notation to that effect on waybill and have it signed by the party making request.

List of yards. For a list of stations at which live stock can be fed and watered in transit, see current issue of special rules and regulations.

Quarantine rules. Agents are expected to acquaint themselves with the quarantine proclamations of the United States Department of Agriculture and those of the various states issued from time to time prohibiting the transportation of live stock from certain localities, except in accordance with necessary regulations, in order to prevent and suppress the spread of contagious and infectious diseases among such animals.

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GRAIN.

What should agent do before allowing grain to be loaded in cars? Examine roof, floors, sides and doors to see that they are in proper condition to prevent damage by leaking and contact with refuse. They must be thoroughly cleansed before loading, if unclean.

How are mixed carloads of grain or seed accepted? If different kinds of grain or seed go into one car it should be sacked.

What is the usual rule of shipment of grain for elevators? That only straight carloads of grain be received for delivery.

What notations are made on grain for track delivery? When shipper does not desire grain to go to elevator and consigns to track, notation to that effect is made on shipping bill, bill of lading and shipper's receipts.

Kind of grain to be specified. In waybilling grain or giving receipt for same, the word "Grain" must not be used, but the kind of grain must be specified.

Grain stopped in transit. When grain is to be stopped in transit to be shelled or cleaned, agents must notify the shipper that the original bill of lading must be surrendered at stopping station and held until the grain is reloaded. Agent at stopping station must not allow the grain to pass out of his possession until the original bill of lading has been surrendered. The stop of seventy-two hours, not including Sunday and legal holidays, will be allowed for shelling and cleaning in transit. If the grain is reloaded within the specified time agent at stopping station will return the original bill of lading to the elevator or mill, changing the initials or number of the car if the original car is not reloaded. If the grain is not reloaded within seventy-two hours from the time the car was placed for unloading, agent at stopping station must cancel the original bill of lading, change the heading of waybill, and take it into his station account, collecting freight charges from the elevator or mill at regular tariff rate. Should the grain be offered for shipment at a later date it must be waybilled at tariff and treated in every way as a new shipment.

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GRAIN BILL OF LADING

Des Moines, May 10, 190*6*

Received from *Bowen Regur & Co.*

The following described grain, in apparent good order [quantity and value unknown] consigned as in the margin, to be transported over the line of this Road to *Chicago* Station, and delivered in like good order to the consignee or owner, at said Station, or to such Company or carriers [if the same are to be forwarded beyond said Station] whose line may be considered a part of the route to the place of destination of said grain; it being distinctly understood that the responsibility of this Company as a common carrier shall cease at the said Station where delivered to such person or carrier; and if such person or carrier can not furnish cars for the transfer of said grain within 48 hours after arrival, this Company reserves the right to put said grain in store at the expense of the owner, adding the amount of said expense to the freight bill for collection at destination; but it guarantees that the rate of freight for the transportation of said grain from the place of shipment to *Chicago* shall not exceed *12 cents* per *100 pounds* and charges advanced by this Company.

All carload freight shall be subject to a minimum charge for trackage and rental of $1 per car for each 24 hours' detention, or fractional part thereof, after the expiration of 48 hours from its arrival at destination.

This bill of Lading is to be presented without alteration or erasure.

CONSIGNEES.	CAR NUMBERS.	INITIALS.	KIND OF GRAIN.	SAID TO WEIGH.
West Andreas & Co.	*44680*	*C. G. W.*	*Bulk Ear Corn*	*60,000*
	Shell at	*Oelwein, Iowa.*		

Frank Cassidy, Freight Agent.

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GOVERNMENT FREIGHT.

Original and duplicate bills of lading. Agents are strictly forbidden to forward government freight unless with it are presented original and duplicate United States government bills of lading. Forwarding agents should carefully examine such bill of lading and see that rates, classification, etc., are correct before signing them.

Disposal of bills of lading. The duplicate should be returned to the government official and the original sent by express to agent at station to which freight is billed.

Waybills to be same as government bill of lading. Agents should see that freight is billed in accordance with bill of lading, and that number of bill of lading is given on face of waybill, "Government B. L. No. ———." Agents at junction points should not advance charges to other lines on government freight unless they receive a government bill of lading covering freight charges and all advances, and providing for payment of such charges to the last carrier.

HOW TO DISPOSE OF THE DEBIT.

Weight. Receiving agents should see that correct weights are inserted in that part of all government bills of lading providing for receipts and that they are receipted by the proper government official, railroad official, or consignee as the case may require. Freight bill should be attached to government bill of lading and sent to auditor of freight accounts with daily freight provided therefor.

Government bill of lading. Is a form of receipt issued for government shipments. The agent at destination must obtain this bill of lading from consignee before delivery of goods, and in making out monthly reports all government bills of lading taken up together, with list showing total of amount of charges on freight covered by same, are sent to freight auditor and credit is claimed for same on account current.

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Bon Durant, Iowa, Station, *May 10,* 190*6.* F 18

Auditor Freight Traffic.

Dear Sir:—Herewith please find United States Government Bills Lading and expense bills as per list given below, for charges on United States Government freight.

Please give me credit for *$49.50* in *May,* 190*6* account.

Yours truly,

Frank Cassidy, Agent

DATE		WAY-BILL	GOV'T B. L. NO.	STATION FROM	STATION TO	FREIGHT	EXPENSES	TOTAL
May	*10*	*143*	*196*	*Bon Durant*	*Chicago*	*$46 50*	*$3 00*	*$49 50*

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INSTRUCTIONS:—A SEPARATE WAY-BILL MUST BE SENT WITH EACH LOADED CAR. AGENTS MUST NOT SEND WAY-BILLS BY TRAIN MAIL. Billing Agents will be particular to note their authority for deviating from Tariff Rates. Agents using UNAUTHORIZED Special Rates will be held responsible for any undercharge occasioned thereby. Receiving Agents will be held responsible for the correctness of Tariff Rates (excepting only where authority is shown on Way-Bill for deviation therefrom) and the collection of full freight charges based on such Tariff Rates. All errors must be corrected on the face of Way-Bills, and the proper officers notified at once. All Way-Bills must be dated the day on which they are made.

Form 20

Through & Daily Rail Road Company.

Car Initials R. I. **Car No.** 45864 **Date** May 13, **190** 6. **W. B. No.** 7

Via _____

Way-Bill of Freight Forwarded from Victor, Iowa, to Altoona, Iowa.

Consignor	Consignee and Destination.	No. of Pkgs.	Description of Articles.	Weight.	Rate.	Freight Charges.	Advanced Charges.	Prepaid.	Total to Collect.
P. P. Co.	H. L. Moore	2	Boxes Crax						
		1	Box Yeast	1 50	11.34	17			
		2	Bbl. Sugar						
		1	Box Soap	7 80	8.5	66			83
			O. R.	9 30					

Stop at _____

To _____

Marked Capacity of Car _____ **lbs.**

Marked Capacity of Car must always be noted on Way-Bill for Carload Freight.

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Stop at .....

To .....

Via .....

Through and Daily Rail Road Company.

Whose Car .....

Car No. ..... W. B. No. .....

FROM .....

To .....

..... 190 .....

CONDUCTORS AND AGENTS

MUST OBSERVE THE FOLLOWING RULES:

Freight to be unloaded at Way Stations must be checked on the Way-Bill by the Agent in the presence of the Conductor CARS RE-SEALED, and any discrepancy discovered noted on the Way-Bill and signed by the Conductor.

CONDUCTORS are held PERSONALLY RESPONSIBLE for all goods or property while in their charge.

Where cars are transferred en route, original Car Numbers and Billing Reference must be shown.

Agent at the end of each Division or Destination of Way-Bill will see that the names of Conductors and dates of arrivals and departures are endorsed on the Way-Bills.

Departed from ..... Seals .....

Arrived at ..... Seals .....

..... Conductor No. .....

Departed from ..... Seals .....

Arrived at ..... Seals .....

..... Conductor No. .....

Departed from ..... Seals .....

Arrived at ..... Seals .....

..... Conductor No. .....

Departed from ..... Seals .....

Arrived at ..... Seals .....

..... Conductor No. .....

Departed from ..... Seals .....

Arrived at ..... Seals .....

..... Conductor No. .....

Departed from ..... Seals .....

Arrived at ..... Seals .....

..... Conductor No. .....

Departed from ..... Seals .....

Arrived at ..... Seals .....

..... Conductor No. .....

Received at the Destined Station ..... 190 .....

Seals ..... Agent.

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INSTRUCTIONS.—A SEPARATE WAY-BILL MUST BE SENT WITH EACH LOADED CAR. AGENTS MUST NOT SEND WAY-BILLS BY TRAIN MAIL. Billing Agents will be particular to note their authority for deviating from Tariff Rates. Agents using UNAUTHORIZED Special Rates will be held responsible for any undercharge occasioned thereby. Receiving Agents will be held responsible for the correctness of Tariff Rates (excepting only where authority is shown on Way-Bill for deviation therefrom) and the collection of full freight charges based on such Tariff Rates. All errors must be corrected on the face of Way-Bills, and the proper officers notified at once. All Way-Bills must be dated the day on which they are made.

Form 20

THROUGH AND DAILY RAIL ROAD COMPANY.

Car Initials R. I. **Car No.** 46846 **Date** March 15, 1906, **W. B. No.** 16.

Via _____

Way-Bill of Freight Forwarded from Victor, Ia., to Iowa City, Ia.

Consignor.	Consignee and Destination.	No. of Pk'gs.	Description of Articles.	Weight.	Rate.	Freight Charges.	Advanced Charges.	Prepaid.	Total to Collect.
L. H. Hardmuth	J. L. Boger.								
		1	Book Case Base						
		1	" " Top	1 30	19.4	25			25
			O. R.						

Stop at _____ **Marked Capacity of Car** _____ **lbs.**

To _____ Marked Capacity of Car must always be noted on Way-Bill for Carload Freight.

NOTE:—Where freight figures 25½ cents or more total should be 26 cents; where less than 25½ cents, 25 cents.

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Stop at_____

To_____

Via_____

Through and Dally Rail Road Co.

Whoso Car _____

Car No._____ **W. B. No.**_____

From_____

To_____

_____ **190**____

CONDUCTORS AND AGENTS MUST OBSERVE THE FOLLOWING RULES:

Freight to be unloaded at Way Stations must be checked on the Way-Bill by the Agent in the presence of the Conductor, CARS RE-SEALED, and any discrepancy discovered noted on the Way-Bill and signed by the Conductor.

CONDUCTORS are held PERSONALLY RESPONSIBLE for all goods or property while in their charge

Where cars are transferred en route, original Car Numbers and Billing Reference must be shown.

Agent at the end of each Division or Destination of Way-Bill will see that the names of Conductors and dates of arrivals and departures are endorsed on the Way-Bills.

Departed from ..... *Seals*.....
Arrived at..... *Seals*.....
..... *Conductor No*.....
Departed from..... *Seals*.....
Arrived at..... *Seals*.....
..... *Conductor No*.....
Departed from..... *Seals*.....
Arrived at..... *Seals*.....
..... *Conductor No*.....
Departed from..... *Seals*.....
Arrived at..... *Seals*.....
..... *Conductor No*.....
Departed from..... *Seals*.....
Arrived at..... *Seals*.....
..... *Conductor No*.....
Departed from..... *Seals*.....
Arrived at..... *Seals*.....
..... *Conductor No*.....
Departed from..... *Seals*.....
Arrived at..... *Seals*.....
..... *Conductor No*.....
Received at the Destined Station..... *190*....
Seals..... *Agent*

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Form 20

INSTRUCTIONS.—A SEPARATE WAY-BILL MUST BE SENT WITH EACH LOADED CAR. AGENTS MUST NOT SEND WAY-BILLS BY TRAIN MAIL. Billing Agents will be particular to note their authority for deviating from Tariff Rates. Agents using UNAUTHORIZED Special Rates will be held responsible for any undercharge occasioned thereby. Receiving Agents will be held responsible for the correctness of Tariff Rates (excepting only where authority is shown on Way-Bill for deviation therefrom) and the collection of full freight charges based on such Tariff Rates. All errors must be corrected on the face of Way-Bills, and the proper officers notified at once. All Way-Bills must be dated the day on which they are made.

Through and Daily Rail Road Co.

Car Initials *St. P.* **Car No.** *48684* **Date** *March 15,* **190** *6* **. W. B. No.** *14*

Via _____

Way-Bill of Freight Forwarded from *Victor, Ia.,* to *Earlham, Ia.*

Consignor.	Consignee and Destination.	No. of Pkgs.	Description of Articles.	Weight.	Rate.	Freight Charges.	Advanced Charges.	Prepaid.	Total to Collect.
J. D. L.	*F. B. Roberts.*								
		1	*Bx H. S. Nails.*						
		1	*Bx W. Glass.*						
		1	*Keg H. Shoes.*	*140*	*12.66*	*.25*			*.25*
			O. R.						

Stop at _____ **Marked Capacity of Car** _____ **lbs.**

To _____

Marked Capacity of Car must always be noted on Way-Bill for Car Load Freight.

NOTE:—No freight carried at less than 25 cents as a minimum charge. Above billed at rate per cent would not reach the minimum, hence minimum charge must appear in freight charges column.

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Stop at_____

To_____

Via_____

Through & Dally Rail Road Company.

Whose Car_____

Car No._____ **W. B. No.**_____

FROM_____

To_____

_____ **190**____

CONDUCTORS AND AGENTS

MUST OBSERVE THE FOLLOWING RULES:

Freight to be unloaded at Way Stations must be checked on the Way-Bill by the Agent in the presence of the Conductor, CARS RE-SEALED, and any discrepancy discovered noted on the Way-Bill and signed by the Conductor.

CONDUCTORS are held PERSONALLY RESPONSIBLE for all goods or property while in their charge.

Where cars are transferred en route, original Car Numbers and Billing Reference must be shown.

Agent at the end of each Division or Destination of Way-Bill will see that the names of Conductors and dates of arrivals and departures are endorsed on the Way-Bills.

Departed from.....Seals.....
Arrived at.....Seals.....
.....Conductor No.....
Departed from.....Seals.....
Arrived at.....Seals.....
.....Conductor No.....
Departed from.....Seals.....
Arrived at.....Seals.....
.....Conductor No.....
Departed from.....Seals.....
Arrived at.....Seals.....
.....Conductor No.....
Departed from.....Seals.....
Arrived at.....Seals.....
.....Conductor No.....
Departed from.....Seals.....
Arrived at.....Seals.....
.....Conductor No.....
Departed from.....Seals.....
Arrived at.....Seals.....
.....Conductor No.....
Received at the Destined Station.....190 ...
Seals.....Agent

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WAYBILLS—DEFINITION OF WAYBILLS.

A waybill is a statement describing property to be transported by railway, specifying the consignor, consignee, service which has been and is to be performed and the charges incidental thereto; it is intended to accompany the property until service is completed, and eventually performed.

Purpose. A waybill must be made for all freight transported.

Use of Memorandum. The use of memorandum i. e. waybills that are not completed in accordance with the following instructions, or numbered in a regular waybill series, is prohibited.

Sizes of Waybills. Waybills, as to their size are known as a quarter, half, and blanket; (blanket meaning whole sheet).

Kinds, interline, etc. Also live stock, either local, or interline and card waybills. A local Waybill. A waybill for freight to be transported between stations both of which are located upon the same railway, when it does not passover any other railway enroute, is a local waybill. Local waybills are used for local commercial business. They number in the order in which they are made, starting at number one on the first of the month, and on some roads on the first of the year only. They show the office from and to, consignor, consignee, and a description of the goods shipped. In order to determine charges on waybill, freight must first be classified. A classification book is furnished for that purpose dividing freight into 1st, 2nd, 3d and 4th classes, and into A, B, C, D and E classes. A tariff sheet is furnished showing the rates per cwt. on the different classes between the different stations. If tariff to station to which freight is to be shipped is not given, figure rate to first station beyond or consult distance tariff. When freight charges have been entered in proper column and advances or prepaid, if any, have been put in proper column, waybills must be endorsed O. R. ("Owner's Risk") or such other notation placed on receipt given shipper should be placed on waybill.

Interline Waybills. A waybill for freight to be transported between stations one of which is located upon another railway, also for freight between stations both of which are located upon the same railway, but where the freight passes over some other railway, enroute, is an interline waybill.

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Perishable Property Waybills. The perishable property waybill is used for billing perishable property i. e. shipments of butter, fruit and similar articles liable to injury by heat, cold or delay in transit. This waybill is made of colored paper so as to be easily distinguished from other waybills. The reason for providing waybills of this kind is that conductors and others who handle freight at terminal and other stations may be liable to determine what cars contain perishable freight without inspecting all the waybills so that they may, when necessary, give such freight preference over other shipment. It is also intended to facilitate the delivery of perishable freight at the receiving stations, as it enables the agent to pick out waybills for such freight at a glance.

Live Stock Waybill. The live stock waybill is intended for use in billing stock to live stock centers. It does not differ from the common waybill except that a stub is attached containing substantially the same information that is given in the waybill. The stub goes with the stock to the yards for the guidance of those who attend to the collection of charges at destination. Reference must be given on the stub as well as on the waybill proper to any special waybills that have been made for feeding or caring for the stock in transit.

Designating Agents. The agent at the station from which freight is waybilled is designated as the forwarding agent. The agent at the station to which freight is waybilled is designated as the receiving agent.

Instructions to Forwarding Agent. The waybill must show the true condition of the property when received for transportation.

INSTRUCTIONS TO FORWARDING AGENTS.

The way-bill must show the true condition of the property when received for transportation.

A loaded car ticket, or such other device as agents may be directed to use, will be used when it is impossible to forward way-bills with loaded cars. The use of this substitute must be specially authorized by the general freight department.

In way-billing carload freight, unless specially authorized to the contrary by the freight auditor, agents will make a separate way-bill for each loaded car, except that in the case of freight such as timbers, poles, etc., which by reason of their length cannot be loaded upon one car and two or more are required, one way-bill only need be made for the shipment. Also in case of special circus trains one way-bill only should be made for each train.

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No freight will be way-billed free.

Shipments of company's material, astray freight way-billed under instructions from the proper officer, also freight way-billed from milling, cleaning or feeding stations under contract, must not be entered on way-bills with freight upon which there are charges.

All freight for company's use must be way-billed to the company for whose use it is intended, in the care of the person under whose direction and authority it is intended to be used. A way-bill must be made for such freight whether there are freight charges thereon or not.

The way-bill must be made from the shipping bill and must contain all the information given thereon.

The way-bill must agree with the receipt or bill of lading given the shipper. Way-bills must be written plainly and with copying ink or ribbon.

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In copying this way-bill allow the loose tissues to extend one and one-half inches beyond this edge, so as to provide margin for binding.

Through and Daily Rail Road Company.

Form 3.

WAY-BILL FOR FREIGHT

Weighed at *Dubuque, Iowa.*

Gross *60,150*

Tare *20,150*

Net *40,000*

ROUTE

VIA JUNCTION	VIA JUNCTION
Oelwein.	
WITH	WITH
C. G. W. RY.	RY.

Length of Car *36* Ft. *6* In.

Capacity of Car *50,000* Lbs.

*When a through rate is used and the shipment is to be re-way-billed en route, the sub-divisions must be shown in the rate column in road order, noting opposite each proportion the initial of the road to which it accrues.

WEIGHT OF CAR AND CONTENTS

Tons

CONSIGNOR, Connecting Line Reference, original car and way-bill number and point of shipment	Marks, Consignee, and Destination	No. of Pkgs.	ARTICLES AND CONDITIONS, (O. R.,
Lockwood Gr. Co.	*White & Co.*		*Bulk*
	Final accounting	*must*	*be made on this*
	actual weight	*in upper*	*left-hand*

Agents at junction station receiving this way-bill from connecting line must stamp in the spaces below, in consecutive order, the names of their stations and date upon which the way-bill is received.

1

Stamp of junction for'd agent

2

Stamp of junction for'd agent

3

Stamp of junction for'd agent

4

Stamp of junction for'd agent

5

Stamp of junction for'd agent

Date_____ 190__

Train No._____

Time_____ M.

To be filled in by conductor leaving car at destination

Date_____ 190__

Train No._____

Time_____ M.

To be filled in by first conductor taking the car

AGENT AT DESTINATION WILL STAMP HEREIN THE DATE RECEIVED

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DATE *May 10,* 190*6.* SERIES *A* No. *1468.*

FROM *Des Moines, Iowa.* TO *Chicago, Ill.*

VIA JUNCTION / WITH ___ Ry.	VIA JUNCTION / WITH ___ Ry.	VIA JUNCTION / WITH ___ Ry.	VIA JUNCTION / WITH ___ Ry.

Weigh this Car at *Dubuque, Iowa.*

Stop this Car at *Sycamore, Ill.*

For *To Mill.*

Car Int. *C. G. W.* Car No. *46856.*

TRANSFERRED INTO

Int. ___ No. ___ At ___

Int. ___ No. ___ At ___

CLASSIFICATION C. R., REL., GTD., ETC.)	WEIGHT	RATE AND AUTHORITY*	FREIGHT	Advances	PREPAID	
Wheat.	60000	12				
bill from						
corner.						

INSTRUCTIONS.

F 58

AGENTS:—When this form of way-bill is used in billing to points off this line, be particular to enter the proper serial letters and fill out the blank spaces provided for the routing.

When billing carloads from a station having no track scales, agent must enter on the face of the way-bill the name of the station at which car is to be weighed.

The use of memorandum way-bills is positively forbidden.

CONDUCTOR'S RECORD.

No. of Train	STATION FROM	STATION TO	CONDUCTOR

Conductors must enter above the number of train, the name of station taken from and left at, and sign their names in the space provided.

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Form 3½ 12-02-50M

THROUGH AND DAILY RAIL ROAD CO.

WAY-BILL FOR LIVE STOCK

From *Ladora,*

In copying this way-bill allow the loose tissues to extend one and one-half inches beyond this edge, so as to provide margin for binding.

Weighed at ____

Gross ____

Tare ____

Net ____

ROUTE

Via Junction ____ with ____ RY.	Via Junction ____ with ____ RY.

Length of Car ____ Ft. ____ In.

Capacity of Car ____ Lbs.

✦When a through rate is used and the shipment is to be re-way-billed en route, the subdivisions must be shown in the rate column in road order, noting opposite each proportion the initial of the road to which it accrues.

Weight of Car and Contents ____ Tons

CONSIGNOR Connecting Line Reference, Original Car and Way-Bill No. and Point of Shipment	CONSIGNEE AND DESTINATION	No. of Head	Description o Classification
Smith & Co.	*Sprague Com. Co.*	*73*	*Hogs*
			Shippers Lo

Agents at junction stations receiving this way-bill from connecting line must stamp in the spaces below, in consecutive order, the names of their stations and date upon which the way-bill is received.

1 Stamp of junction for'd Agent

2 Stamp of junction for'd Agent

3 Stamp of junction for'd Agent

4 Stamp of junction for'd Agent

5 Stamp of junction for'd Agent

Date ____ 190__

Train No. ____

Time ____ M.

To be filled in by Conductor leaving car at destination.

Date ____ 190__

Train No. ____

Time ____ M.

To be filled in by first Conductor taking the car.

Agent at destination will stamp herein the date rec'd.

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Date *April 4,* 190*6.* Series _____ No. *100.*

Iowa, To *Union Stock Yards, Ill.*

Via Junction with RY.	Via Junction with RY.	Via Junction with RY.	Via Junction with RY.

Weigh this Car at *U. S. Yds., Ill.*

Stop this Car at *Geneseo, Ill.*

For *To Feed and Water*

Car Int. *C., R. I. & P.* Car No. *86000*

Transferred into

Int. _____ No. _____ At _____

Int. _____ No. _____ At _____

f Stock and Conditions	Weight	Rate and Auth'ty	Freight	Advances	Prepaid
	1 8 0 0 0	*20*	*36 00*	*3 00*	
ad, Count					

INSTRUCTIONS.

AGENTS: When this form of way-bill is used in billing to points off this line, be particular to enter the proper serial letters and fill out the blank spaces provided for the routing.

When billing carloads from a station having no track scales, agent must enter on the face of the way-bill the name of the station at which car is to be weighed.

The use of memorandum way-bills is positively forbidden.

CONDUCTOR'S RECORD

No. of Train	Station From	Station To	Conductor

Conductors must enter above the number of train, the name of station taken from and left at, and sign their names in the space provided.

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Stub of Way-Bill for Live Stock, continued from preceding page.

T. AND D. R. R. CO.

Way-billed from *Ladora,* State *Iowa.*

Date *April 4* W.-B. *100* Car *86000, C., R. I. & P.*

Consignor *Smith & Co.*

Consignee *Sprague Com. Co.*

Destination *Union Stock Yards, Ill.*

Contents *Hogs*

STOCK YARDS STAMP HERE

Dollars	Cents

Total Charges,

Stock inspection. To prevent stealing, in all Western States cattle and horses must be inspected by a Government inspector, and stock contract must not be issued until inspector's receipt, in original and carbon duplicates, is given, showing all brands or other marks of identification on stock. The original inspection certificate, together with original live stock contract, is then issued, and the carbon duplicate of inspection certificate, together with carbon duplicate of live stock contract, are retained and sent in with daily or monthly reports. Sheep must be inspected to see that they are in no wise diseased, and Government inspector's certificate to that effect is handled the same way as that of the brand inspection of company's live stock contract, which is signed by shipper and man in charge.

What provision is made for live stock not provided for by classification? Special authority for valuation or other conditions is requested by agent from Division Freight Agent, or General Freight Agent.

On what terms are live stock received? In accordance with terms and conditions of contract.

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Dated_____190___

To_____Agent or

Conductor_____

Railway Company.

You are hereby requested to extend the time for the confinement of the _____ shipped by me over your line from _____ consigned to _____ at _____ which have been loaded in cars as shown hereon, without unloading the same for rest, water and feeding beyond the period of twenty-eight (28) consecutive hours, but not exceeding thirty-six (36) consecutive hours.

CAR NUMBER	No. of Animals in Each Car Shipper's Count	CAR NUMBER	No. of Animals in Each Car Shipper's Count

_____

Owner of_____

Shipped in said cars.

_____

In custody of_____

Shipped in said cars.

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PREPAID ONLY WAYBILLS.

Definition of P. P. O. waybills. A "Prepaid only Waybill" is a waybill having the amount shown in prepaid column only, and will be shown as a P. P. O. waybill. It is a debit to the billing agent, a credit to the receiving agent, and will be used for correcting errors in advances and prepaids of other waybills, as described in these instructions. It should be reported in received abstract on the day it is received.

For transfer of charges. The P. P. O. waybill may be used to transfer charges between stations, on authority of auditor of freight accounts.

When to be used with foreign roads. P. P. O. waybills may be accepted from all roads, but will only be made to roads outside of your own route on authority of the auditor of freight accounts.

Clear Reference Required. P. P. O. waybills should specify clearly what they are for and give reference to the waybills which they correct.

Forwarding agent's record. The forwarding agent should note on his copy of the original waybill reference to the P. P. O. waybill.

Receiving agent's record. The receiving agent should note on his freight received record reference to the P. P. O. waybill.

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FREIGHT CHARGES.

Definition of term freight. The "Freight" is the transportation charges on a shipment from the point at which the waybill is made to the destination of the waybill, and is a debit to the receiving agent if charges are not prepaid.

Correct Billing. Receiving agent should examine all waybills carefully and correct errors and classifications, weights, rates, extentions and footing of both weight and charges before collecting charges and reporting waybills, except that errors in extensions of less than five cents need not be collected. Receiving agents will be held responsible for all uncollected errors in waybills received.

Corrections to be in red ink. Receiving agents should make necessary corrections on waybills in red ink before taking them in to account.

Authority for changes. Changes in weight, rate, classification, or descriptions of articles should be explained in red ink on face of waybills by receiving agents. The reason for changes in extension or footing will be apparent and need no explanation.

Correction of errors. Errors in freight charges discovered by the rereceiving agent after waybills have been recorded should be adjusted by the waybill corrections.

UNDERCHARGE, OVERCHARGE, AND REFUND.

Undercharge. If an undercharge, agent should immediately collect the amount and charge it to his station. Outstanding freight bill should be taken up, attached to the waybill correction and a new freight bill issued marked ("Correction"). If it cannot be taken up a new freight bill should be issued for the additional collection only. If an overcharge is not corrected the agent should make new freight bill for the correct amount and send the erroneous freight bill to auditor of freight accounts attached to waybill correction, both marked "Not Collected." If the charges have been collected the receiving agent should take up the original freight bill, issue a correct one, marked "Corrected," make waybill correction, and send it, with the original freight bill to the auditor of freight accounts with daily

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report. Refund must not be made unless the original receipted freight bill is surrendered by the consignee. In doubtful cases, do not refund, but refer the matter to the auditor of freight accounts.

Responsibilities for Errors. While these instructions make the receiving agent responsible for the collections of the freight charges, nevertheless forwarding agents and bill clerks must not interpret them to mean that they are to relax their efforts to have waybills correct before leaving station.

ADVANCES.

Definition of term advances. "Advances" are the accrued charges against a shipment up to the time of making a waybill. The credit to the forwarding agent and a debit to the receiving agent.

Discovery of errors. When the forwarding agent discovers an error in advances after waybill has left a station the receiving agent should be notified at once.

Advances billed in excess. When advances have been billed in excess of the correct amount of freight, or other figures have been placed in the advance column by mistake, the agent discovering the error should advise the other agent of the facts by wire. The receiving agent should collect the correct amount and forwarding agent should send P. P. O. waybill for the amount billed in excess.

The same if not collected. If the charges have not been collected at the time such advances have been received the receiving agent should make freight bill for the correct amount and carry the excess as uncollected on freight bill against the billing agent until P. P. O. bill is received. The P. P. O. waybill should then be accounted for on freight received report and the excess freight bill marked "Uncollected" and sent with the waybill to the auditor of freight as voucher for the amount.

If collected. If the charges have been collected before notice of the overcharge has been received the receiving agent on the P. P. O. waybill, should take up the original receipted freight bill, issue the consignee a corrected waybill, refund the overcharge and take receipt for it sending the receipt and original freight bill to the auditor of the freight accounts as a voucher for the amount. Refunds must not be made unless the original receipted freight bill is surrendered by the consignee. If the overcharge cannot be refunded immediately the receiving agent should so note on the P. P. O. waybill. Account for it on freight received report and add the amount to the freight charges of the original waybill by way-

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bill correction. This does not prohibit refund by waybill corrections whenever consignee surrenders the original freight bill.

Undercharge, if not collected, if collected. When the advances have been waybilled at less than the correct amount, if the charges have not been collected, when notice of the error is received, the receiving agent should make freight bill for correct amount and send immediately P. P. O. waybill for the undercharge. If the charges have been collected the receiving agent should make every effort to collect the undercharge, and if successful send P. P. O. waybill to forwarding agent; if not, immediately advise forwarding agent. The latter should send to the auditor of freight accounts as voucher for the P. P. O. waybill, receipt for the correct amount of advances.

Advances not to be changed on original waybill. Footing advances. It should be understood that in this method of using the P. P. O. waybills to correct errors in advances, the figures in advances column on original waybills must not be changed, except for error in footing. If the forwarding agent should discover errors in advances on his waybill before it leaves his hands, the figures on waybill should not be changed, but the waybill should be destroyed and a new one made.

Separate waybills required to correct errors. One waybill should not be made to cover shipment of freight and also the correction of advances. The latter should always be on a separate waybill.

PREPAID.

Definition of term prepaid. "Prepaid" is an amount paid to the forwarding agent toward the cost of transporting the consignment to destination. It is a debit to the forwarding agent and a credit to the receiving agent.

"Freight" must be shown. On prepaid shipment the freight charges to the destination of waybill must be shown in freight column.

Debit to forwarding agent. Forwarding agent should charge the station with the whole amount prepaid and enter it in the prepaid column of the waybill opposite the consignment to which it belongs.

Receiving agent's record. The receiving agent should charge the station with the advances and freight and take credit for the whole amount prepaid.

When destined to another road. When freight is destined beyond the station to which it is billed, the agent at the junction point can collect

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from the agent of the connecting line the freight and advances and pay over to him the full amount prepaid. The receipts of connecting lines for amounts paid them should be sent to the auditor of freight accounts with daily received reports.

When received from a foreign road. When freight, prepaid from originating point to destination, is received from a connecting road to be rebilled, agent should pay to the delivering road its charges and collect from it the amount originally prepaid to destination. The rebilling should show, as advances, all charges up to that point, thus enabling agent to show on waybill amount of original prepayment.

Under prepaid. When the amount prepaid is not sufficient to meet the sum of the advances on freight the difference should be collected from the consignee.

Overpaid. When a shipment is not destined beyond a station to which waybill is made, and the amount prepaid exceeds the total of the advances and legitimate freight charges, the freight charges should be increased to such a figure as will make the total advances on freight charges equal to the full amount prepaid, and in such cases no overcharge is to be refunded without taking out the receipt given to the consignor when prepayment was made. This receipt, with receipt of party to whom refund is made, should be sent to the auditor of freight accounts as voucher.

Discovery of error. When forwarding agent discovers an error in prepaid after waybill has left the station the receiving agent should be at once notified.

When prepaid is billed to collect. Same if collected. When forwarding agent discovers that a shipment has been billed collect when it should have been billed prepaid, or that prepaid has been billed at less than amount collected, he should immediately notify the receiving agent of the amount prepaid, at the same time issuing P. P. O. waybill giving full explanation thereon, including reference to the original waybill. This will debit the forwarding agent and credit the receiving agent with the amount collected.

If the charges have not been collected before notice of the error has been received, the receiving agent should carry the freight bill as uncollected until the P. P. O. bill is received; in the meantime furnishing the consignee with correct freight bill. He should then send the erroneous freight bill marked "Not Collected" to the auditor of the freight account with a report in which the P. P. O. waybill is included. If the charges have been collected before notice of the error has been received, the receiving agent should take up the original freight bill, refund to consignee,

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take his receipt for amount refunded and send both to the auditor of freight accounts with received report in which P. P. O. bill is included.

Refund must not be made unless original receipted freight bill is surrendered to the consignee. If the money be refunded immediately the receiving agent will so note on the P. P. O. waybill, account for it on freight received report and add the amount to the freight charges of the original waybill by waybill correction. This, however, prohibits refund by waybill corrections whenever consignee surrenders the original freight bill.

Shipments billed prepaid in error. When the forwarding agent discovers that a shipment has been billed prepaid when it should have been billed collect; or that prepaid has been billed at more than the amount collected he should immediately notify the receiving agent of the error and state explicitly the amount to be collected from the consignee. The receiving agent should return amount billed in excess by P. P. O. waybill. If the freight is undelivered, P. P. O. waybill should be immediately sent.

Erroneous prepaid not collected. If the amount of the excess prepaid has not been collected from the consignor when notice of the error was sent, the forwarding agent should carry a prepaid freight bill as uncollected until the P. P. O. waybill is received. He should then send the erroneous bill marked "Not Collected" to the auditor of freight accounts with a report in which the P. P. O. waybill is included.

Same if not collected. If the amount billed as prepaid has been collected before notice of the error was sent, the forwarding agent should take up the original prepaid freight bill, prepaid bill of lading or prepaid shipping receipt which ever has been issued, refund to consignor, take his receipt for the amount refunded and send both to the auditor of freight accounts with report in which P. P. O. waybill is included.

Conditions of refund. Refund must not be made unless original receipted prepaid freight bill, and bill of lading or shipping receipt, if any were issued, is surrendered by the shipper.

Disposition of credit when unable to refund. If the money cannot be refunded immediately the forwarding agent should ask the auditor of freight accounts for instructions.

Prepaid must not be charged on original waybill. It will be understood that in this method of using P. P. O. waybills to correct errors in prepaid, the figures in prepaid column on original waybills are not to be changed, except for errors in footing. For the correction of such errors made at stations which are open for forwarded business only, request should be made to the auditor of freight accounts for special instructions if for-

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warding agent should discover errors in prepaid on his waybill before it leaves his hands. The figures should not be changed, but the waybill should be destroyed and a new one made.

Responsibility of agents. Forwarding agents will be held responsible for all undercharges in waybilling prepaid freight. It must not, however, be understood that the receiving agent is relieved of the responsibility of using every effort to collect undercharges.

Separate waybills required to correct errors. One waybill should not be made to cover shipments of freight and also the correction of prepaid. The latter should always be on separate waybill.

A loaded car ticket. Or such other device as agents may be required to use will be used when it is impossible to forward waybills with loaded cars. The use of this substitute to be specially authorized by the general freight department. In waybilling carload freight, unless specially authorized to the contrary by the freight auditor, agents will make a separate waybill for each loaded car, except that in case of freight such as timbers, poles, etc., which by reason of their length cannot be loaded upon one car and two or more are required, only one waybill need be made for the shipment. Also, in case of special circus trains one waybill only should be made for each train. No freight will be waybilled free except under instructions from proper official. When such instructions are issued the freight must in all cases be regularly waybilled and the authority for the free billing shown in the column provided for that purpose. The actual weight of all freight waybilled free must be entered on the waybill.

Company's material or estray freight. Shipments of company's material, estray freight waybilled free under instruction from the proper official, also freight waybilled from milling, cleaning or feeding stations free must not be entered on waybills with freight upon which there are charges. All freight for company's use must be waybilled to the company for whose use it is intended, in the care of the person under whose direction and authority it is intended to be used. A regular waybill must be made for such freight whether there are freight charges thereon or not. The waybill must be made from the shipping bill and must contain all the information given thereon.

Dividing a consignment in two or more cars. It will sometimes be necessary to divide a consignment of freight received from some other railway and load it into two or more cars, the rate of which is based upon the whole amount rather than upon the amount contained in each car. In such cases that portion of the shipment loaded in each car should be billed as

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"Part lot" and the waybill should show reference to each of the other waybills in interest. If the actual weight of the whole shipment is known, all of the weight and charges should be entered on the first waybill and notation made "The weight and charges as shown on this waybill cover part lot shipment as shown on .....waybill No.... car initials..... car No....:" and on the other waybills made for the balance of the shipment the notation should be made: "For weight and charges see my..... waybill No.... car initials..... car No....."

If for any reason it is impossible to determine the aggregate weight of a shipment which is sent forward loaded in more than one car before the first carload goes forward, each carload must be waybilled as "Part lot" at its actual weight and the freight charges extended in accordance therewith; full reference being on each waybill of the other waybills in interest. In the event any charges have been advanced or miscellaneous charges of any kind have occurred, or interline charges prepaid have been received to apply on the shipment they should, in every instance, be noted on the first waybill made, and notation made on each of the other waybills "For advanced charges, miscellaneous charges, or interline charges prepaid (as the case may be). See my waybill No.... of....., 19....."

Waybill and receipts to agree. The waybill must agree with the receipt or bill of lading given to the shipper.

Where waybills are marked. In waybilling freight for which a bill of lading or receipt has been given, the waybill is sometimes marked on its face "Bill of Lading Issued," or "Receipt Issued."

Where freight is guaranteed. In waybilling freight upon which the rules of the company require that the charges must be guaranteed, the notation "Guaranteed" is made on the face of the waybill. In case any person or firm executes a monthly or annual guarantee the notation "Monthly Guarantee," or "Annual Guarantee" is made on the face of the waybill, and in some cases the date of the execution of same may be given. Particular attention is called to the execution of guarantees. The signature of the shipper is not in all cases sufficient. When there is any doubt about the responsibility of the person or firm, the guarantee must also be signed by another responsible party.

MISCELLANEOUS NOTES.

Waybills must be written plainly and copying ink used.

Route. When waybilling to points that can be reached by more than

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one route and when waybilling to stations on other roads, the junction via which the freight is to go must be entered in the space provided on the waybill. When waybilling to stations on other roads the name of each road over which the freight is to pass must be given in the space provided therefor on the waybill, in addition to the junction.

Car initials and numbers. Car initials and car numbers must be given in full in the space provided when known. No initial letter must be omitted unless authorized by the proper official. If freight is loaded into a passing train and the car initial and number are not entered on the waybill by the agent, he must take the number and initial of the car in which the freight is loaded and enter his information on the record of his waybill, as well as upon all the tissue copies made thereof, before they are sent forward to the parties for whom they are intended. In the case of two or more roads having the same initials (as for instance Illinois Central, Iowa Central, Montana Central and Michigan Central) the name must be abbreviated in such manner as to show clearly to which company the car belongs.

Date. All waybills must bear the date upon which they are actually made. In the event the shipment of freight which a waybill covers was delivered and receipted for previous to the date of the waybill, the date upon which it came into the company's possession should be noted on the waybill. The name of the month must be written in the space provided therefor. Numerals should be used for the date of the month and the year.

Name of stations. The name of the station and state from and to which freight is waybilled must be written in full in the space provided therefor. Stamps must not be used. Abbreviations liable to lead to uncertainty, such as Cal. for California and Col. for Colorado, N. P. for Northern Pacific, and U. P. for Union Pacific should not be used. The name of the state should, in every case, follow the name of the town, as there are many towns of the same name.

By reference to the form of waybill it will be seen that various columns are provided for the convenient insertion of the name of consignor and consignee, marks, number of packages and articles; also a column for the weight, rate to be charged, authority for the rate, and the different kinds of charges accruing in connection with the transportation of the property. If there is more than one class of freight the weight of each class must be entered opposite, so that the rate may be entered correspondingly thereto. The weight and charges column must be carefully footed and the totals entered at the bottom immediately following the last entry.

Consignor. The name of the consignor must be entered in full.

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Consecutive number. The consecutive numbers of the shipping bill must be entered in the column provided for the consignor.

Re-waybilling from connecting lines. In re-waybilling from a connecting line, or otherwise, the name of the connecting line and the particulars of the original waybill must be entered in the consignor column. In every case the original point of shipment must be given, including the name of the state. If it is for freight transferred from one car to another enroute, the initials and the number of the car from which transferred, as well as the particulars of the car to which transferred, must be shown.

Consignee and destination. The name and address of the consignee must be given in full. When freight is consigned to the care or order of any person or company the name of such person or company must be given in full. When freight is destined to a point beyond that to which it is waybilled, the final destination including the county and state must be given in full. The destination of property, or name of consignee, or person to whose order freight is shipped, cannot be changed except subject to the conditions recited in the instructions of the traffic department.

Marks. Any distinguishing marks shown on property must be entered in the waybill in the column provided for that purpose.

Description of articles. The articles of freight and number thereof, also quantity, must be specified on the waybill; this must be done in accordance with the classification. Abbreviations must not be employed, except such as are in common use and are readily understood. The commodity must be shown; it will not do to say "Grain," the kind of grain must be specified. This is also true of live stock; the particular kind of live stock must be shown such as horses, cattle, sheep, hogs, and so on. Coal must be specified in kind whether hard, soft, nut, slack, lump, pea, or otherwise. All articles of each separate consignment, to which the same rate is applied, must be grouped together.

Conditions to be noted. The condition under which property is accepted for shipment, such as "Owner's Risk," "Carrier's Risk," "Released," "Guaranteed," "Strapped," "Corded," and "Sealed," "Knocked Down," "Flat and Compact," "Set Up," and so on, whenever separately considered in the classification, or when they are factors in determining the rate, must be noted on waybill. Abbreviations are generally used.

Notation live stock "contract" on waybills. In waybilling live stock forward the notation "Shipped Under Contract" should be made on the face of the waybill in case live stock contract is executed. In case the same is refused by shipper the notation "Contract Refused" should be made in every instance.

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Where freight is inspected. When freight is inspected at a forwarding station by an authorized person or inspector of the Western Railway Weighing Association and Inspection Bureau, the notation "Property Inspected" should be made upon the face of the waybill in copying ink before same is copied; also initials of party making inspection.

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WEIGHTS.

Freight to be billed at gross weights. Freight must be waybilled at gross weight regardless of the weight given by shippers and inserted in shipping orders and bills of lading, subject to the rules of the classification and established minimum as shown in current tariffs and circulars.

Freight in less than carloads must be carefully weighed. Forwarding agents are instructed to carefully weigh all freight in less than carload lots and waybill at actual weights except where classification provides for estimated weights on certain articles. If receiving agent has reasons to believe that billed weights are not correct he should carefully weigh shipment and collect charges accordingly.

Carload freight from stations having track scales. When scales are furnished at a station, agents must in every instance weigh all freight offered for shipment and know that the weight billed is correct except as provided for in paragraphs following.

Carload freight from station having no track scale. Where station has no track scale carload freight destined to, or will pass a weighing station, must be waybilled at maximum or at estimated weight as shown in classification or paragraph. Note on waybill in space provided for that purpose that car must be weighed at destination, or at such station in transit as may be designated by the superintendent or proper official in current instructions.

Carload freight to and from stations without track scales and where no intermediate track scales are passed. When carload freight is forwarded from and destined to stations having no track scales and between which or near which there are no intermediate track scales agents must ascertain from shipper the gross weight and, if satisfied that it is correct, will waybill accordingly. Use the table of estimated weights as a guide.

Company freight. It is not necessary to weigh cars loaded with bridge material, ties, wood, coal, rails or other material when for company use.

Gross, tare and net to be shown on waybill. Where carload freight is weighed agents should note on waybill or card waybill the gross, tare and net weight of car and contents; also name of weighing station, specifying when tare is estimated.

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Weight to be shown on card waybills. Card waybills for carload freight which has been weighed must bear weight stamp to avoid unnecessary re-weighing.

Collect charges according to weight stamped on waybills. When cars are weighed in transit receiving agents must collect charges according to weight stamped on waybills regardless of weight originally billed or shown on consignee's invoice subject to existing rules regarding maximum and minimum weights.

Errors in stamp weights. In case of obvious errors in stamp weights agents will refer the matter at once to the division freight agent giving full and complete information. This does not give agents authority to hold waybills out of account awaiting reply from division freight agent.

Carload freight not to be weighed when waybill bears weighing stamp. When carload freight has been weighed and bears the stamp of the Western Railway Association, or the stamp of some station on your own road, car will not be weighed again except upon special instructions.

Grain to be billed at maximum weights. Grain in carloads should be waybilled at maximum weights, but when destined to other points having elevators or facilities for weighing will be weighed at those points and charges corrected to actual weights subject to established minimum.

Live stock to be billed at minimum weights. Live stock in carloads should be waybilled at minimum weight for cars of various sizes as provided in various tariffs. Shipments of cattle, calves, hogs and sheep when destined to markets will be weighed at these points and charges corrected to basis of actual weights subject to the established minimum. Horses and mules should not be weighed as rates are based on the length of cars regardless of weight.

Western Weighing Association agreements with shippers. Attention is directed to the various agreements made between shippers and the Western Railway Association whereby agents are authorized to waybill at weights furnished by shipper subject to established minimum. Waybills should show agreement stamp and such shipments must not be weighed. See circulars issued by the Western Railways Association from time to time giving lists of parties with whom arrangements of this kind have been made.

Show tonnage on waybills for engine rating. Waybills and card waybills for loaded cars must show the total weight of the car and load in space provided in even tons omitting fractions of less than one-half, or if equiva-

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lent to one-half or more, counting it as one ton; for example if a car contains forty-three thousand pounds, tare weight is 22,500, making a total of 65,500 pounds, it should be considered as 66,000 pounds and shown as 33 tons on the waybill.

ESTIMATED WEIGHTS.

When agents are compelled to base their waybills on estimated weights or quantities, they must note under the weight "Estimated." The following table of estimates has been carefully compiled and by its use a very close estimate of the weight of freight shipped, without ascertaining the actual weight, can be obtained.

Initial.	Car No.

F-8-07. 50M. **Form 201.**

_____ 190___

WEIGH

Contents

_____

Gross _____

Tare _____

Net _____

Return this card to _____

Destination _____

TABLE OF ESTIMATED WEIGHTS.

To be used only when actual weights cannot be ascertained.

	Pounds
Acid, per carboy	230
Alcohol, per brl.	380
Alcohol, per half brl.	200
Ale, beer or porter, per brl.	350
Ale, beer or porter, per half brl.	180
Ale, beer or porter, per quarter brl.	100

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Ale, beer or porter, per eighth brl.	50
Apples, dry, per brl.	200
Apples, dry, per bu.	24
Green, per brl.	160
Green, per bu.	56
Barley, Pearl, per brl.	200
Beans, per bu.	60
Beans, Castor, per bu.	46
Beer, (see ale).	
Bran, per bu.	20
Brick, common, each	4
Brick, pressed or fire, each	6
Brooms, per dozen	30
Broom Corn Seed, per bu.	46
Butter in packages containing 25 lbs.	30
Butter in packages containing 30 lbs.	37
Butter in packages containing 40 lbs.	47
Butter in packages containing 56 lbs.	65
Butter in packages containing 60 lbs	72
Butter in firkins	125
Cement, common, per brl.	300
Cement, Portland, per brl.	400
Charcoal, per bushel	22
Cider, per barrel of 30 gals.	300
Cider, per barrel of 40 to 45 gals.	450
Cider, per barrel of 46 to 52 gals.	485
Cider, per ½ barrel	200
Coal, per bushel	80
Coke, per bushel	40
Cornmeal, per bushel	48
Cornmeal, per brl.	200
Eggs, per brl.	200
Eggs in cases of 30 dozen	53
Eggs in cases of 36 dozen	65
Over 36 doz. two lbs. per dozen additional.	
Fish, salt, per brl.	300
Fish, salt, ½ brl.	160
Fish, salt, ¼ brl.	80
Fish, salt, ⅛ brl. or kit	40

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Flour, per brl.	200
Flour, per sack	98
Flour, per ½ sack	49
Flour, per ¼ sack	24 5/10
Flour, per export sack	140
Gin, per brl.	420
Glucose, per brl.	675
Grain	
Barley, per bushel	48
Buckwheat, per bushel	52
Corn, shelled, per bushel	56
Corn in ear, per bushel	70
Oats, per bushel	32
Rye, per bushel	56
Wheat, per bushel	60
High Wines or Spirits, 186 proof or over, per brl.	380
High Wines or Spirits, below 186 or over 130 proof, per brl.	400
High Wines or Spirits, below 130 proof, per brl.	410
Hominy, per bushel	60
Lard, per brl.	380
Lard, per tierce	450
Lime, land, per bushel	80
Lime, land, per barrel	200
Liquors N. O. S., per brl.	400

Lumber,

	Green.	Seasoned
Ash, per 1,000 ft.	5,000	3,500
Basswood, per 1,000 ft.	3,500	2,500
Birch, per 1,000 ft.	4,250	3,400
Butternut, per 1,000 ft.	5,000	3,000
Cherry, per 1,000 ft.	5,000	4,000
Chestnut, per 1,000 ft.	5,250	3,250
Cypress, per 1,000 ft.	4,000	2,000
Hickory, per 1,000 ft.	6,000	4,000
Poplar, per 1,000 ft	4,000	3,000
Rock Elm, per 1,000 ft.	5,000	4,000
Soft Elm, per 1,000 ft.	5,000	3,500
Sycamore, per 1,000 ft.	5,000	4,000
Walnut, per 1,000 ft.	5,500	4,000

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	Green.	Seasoned
White pine, per 1,000 ft.	3,500	2,500
Yellow pine, long leaf, per 1,000 ft.	4,500	3,500
Yellow pine, short leaf, per 1,000 ft.	4,000	3,250
Shingles, cypress, per 1,000	450	300
Lath, white pine, per 1,000	700	450
Lath, Yellow pine, ⅝ in., per 1,000	1,050	900
Lath, Yellow pine, ⅜ in., per 1,000	700	500
Malt, per bushel		38
Meats,		
Beef or bung guts, per tierce		660
Beef hams with pickle, per tierce		528
Beef hams with pickle drawn, per tierce		418
Beef hams with pickle drawn, per brl.		320
Casings, hog or sausage, per brl.		480
Casings, hog or sausage, per tierce		660
Pigsfeet, pickled, per brl.		352
Pigsfeet, pickled, per ½ brl.		136
Pork, Hams and Shoulders,		
With pickle, per brl.		418
Pickle drawn, per brl.		320
With pickle, per tierce		528
With pickle drawn, per tierce		418
Tongues with pickle, per tierce		528
Tongues with pickle drawn, per tierce		418
Tongues with pickle, per brl.		374
Tongues with pickle drawn, per brl.		308
Tripe, per brl.		330
Tripe, per ½ brl.		127
Molasses, per brl.		675
Molasses, per ½ brl.		300
Nails, per keg		106
Oils,		
Coal or Carbon, Benzine, Benzole, Petroleum, Natural, Gasoline or Lubricating,		
In barrels		400
In cases		80
In tank cars, per gallon		6.4
Linseed, per brl.		450

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Neatsfoot, per brl.	450
Lard, per brl.	484
Tallow, per brl.	440
Red, per brl.	450
Onions, per brl.	150
Onions, per bu.	60
Peaches, dried, per bu.	33
Peaches, green, per bu.	56
Peas, dried, per bu.	60
Pickles, per ½ brl. of 15 gallons	150
Pickles, per brl. of 30 gals.	285
Pickles, excess over 30 gals., 10 lbs. per gal. additional.	
Plastering hair, per bu.	8
Porter, (see ale).	
Potatoes, common, per bu.	60
Potatoes, common, per brl.	180
Potatoes, Sweet, per bu.	55
Potatoes, Sweet, per brl.	160
Rosin, per brl.	300
Salt, per brl.	300
Seed,	
Bluegrass, per bu.	14
Clover, per bu.	60
Flax, per bu.	56
Hemp, per bu.	44
Hungarian, per bu.	45
Millet, per bu.	45
Orchard, per bu.	14
Red top, per bu.	14
Timothy, per bu.	45
Spirits, (see wine).	
Sugar Grape, granulated or flake, per brl.	230
Stearine, per brl.	385
Stearine, per tierce	600
Syrup, per brl.	675
Syrup, per ½ brl.	350
Tallow, per brl.	385
Tallow, per tierce	467
Turnips, per bu.	56

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Turnips, per bu. 56
Turpentine, per brl. 400
Varnish, per brl. 400
Vinegar, per brl., same as cider.
Water, lime 300
Whiskey, per brl. 410
Wood, soft green, per cord 3,500
Wood, soft seasoned, per cord 3,000
Wood, hard green, per cord 4,500
Wood, hard seasoned, per cord 3,500
Wood, tan bark, green, per cord 3,500
Wood, tan bark, seasoned, per cord 2,200
Cord dimensions: One cord is 4 ft. high by 4 ft. wide by 8 ft. long, making 128 cu. ft.
Gravel, per cu. ft. 120
Ice, per cu. ft. 62.5
Marble, per cu. ft. 165
Sand, per cu. ft. 120
Slate, per cu. ft. 175
Stone, per cu. ft. 155
Net ton weight is 2,000
Gross ton weight is 2,240
Long ton weight is 2,268

Note. When any of the estimated weights on articles named conflict with those given in the tariffs and classifications in use by your company the later will govern.

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CARD WAYBILL Form 51 M 11-06 100M.

CAR	TONS
Initial.....	Gross.....
No.....	Freight.....

To.....

Via { .....
.....

Contents.....

ACCOUNTANT'S ASSOCIATION STANDARD FORM NO. 111.

Through & Daily Ry. Co.

CARD WAYBILL NO.....

From.....

Consignor.....

Consignee.....

Destination.....

.....

PREPAID, $.....	COLLECT, $.....
ESTIMATED WEIGHT	ACTUAL WEIGHT
WHERE WEIGHED	Gross.....
.....	Tare.....
..... 190.....	Net.....

Date.....190..... .....Agent.

Transferred to.....Car No.....

At.....Date.....190....

The above must be carefully filled up with PEN and INK.

*Date.....Train No.....Time.....

*To be filled in by first Conductor taking the Car.

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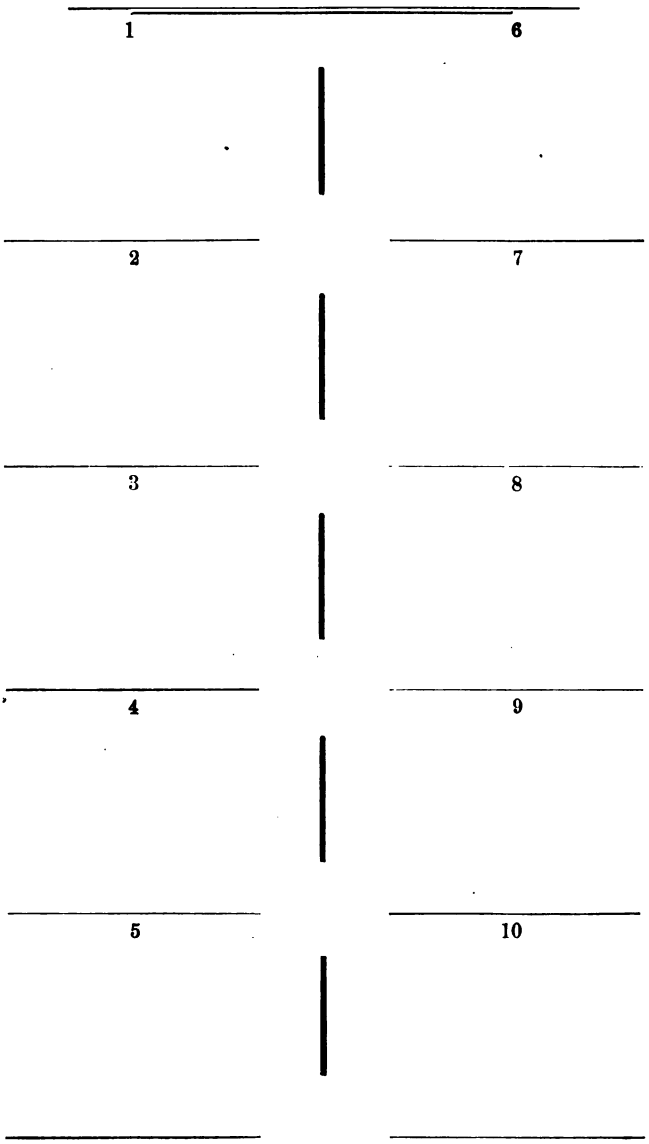
When card waybills have been used, no excuse will be taken for Receiving Agents neglecting to paste them to regular waybills, THIS SIDE OUT. Do not put mucilage below the initials and number of car on face of card waybill.



Agents at Junction points will stamp in consecutive order as indicated above. Stamp must be kept in good order, and clear, legible impressions given.

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CARD WAYBILLS.

Definition. A "Card Waybill" is a paper which is sometimes used as a temporary substitute for the waybill proper in moving carload freight.

Less than carload shipments. Card waybills must not be used for less than carload shipments.

Card billing loaded cars. If on account of limited time agents cannot furnish regular billing for carload freight which is in train ready to leave station a "Card Waybill" may be used. Card waybills should always show initials and number of car, consignee, destination, route and contents to enable cars to be switched promptly. If after making card waybill an error should be discovered a new one should be made and first one destroyed .

Card bills to be used in extreme cases only. Regular waybill should, in all cases where practicable, accompany car to destination to which it is billed. *Card waybills must not be used except in cases when it is absolutely necessary to prevent serious detention or carload freight.* When card waybills are used regular waybills must be made and forwarded to destination by first train mail.

Card waybilling beyond local road. When freight is card waybilled to another road regular waybill should be sent by first passenger train to junction point where the freight is delivered to the connecting line in order that the stamp of junction station may be placed thereon and junction record made.

Use of card waybill envelopes. When cars containing a number shipments of merchandise are moved on card waybill envelopes to a distributing point, junction agent should take waybill out of envelopes, stamp each in space provided, make necessary entry on junction freight report and replace them in the envelopes. Agents at distributing points should file such envelopes for future reference. A separate envelope should be made for each car.

Card waybills to be attached to regular waybills by receiving agent. Receiving agents should attach card waybills to regular waybills before sending them to the auditor of freight accounts. The whole card waybill should not be pasted to the waybill, but only a small strip at the side so that it may be read when necessary.

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12-02 300 M

FORM 20.

Conductors must carry this Card with Car, and deliver to Agent at destination.

FROM

TO

Train No.

Car No.

Contents,

Date,

SHIPPER,

CONSIGNEE,

IF DESTINED EAST OF CHICAGO, GIVE

Route,

Destination,

THIS CAR HAS WAY-FREIGHT FOR

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On Tfr. Track

FORM C. T. 38-A

C. & E. I. Car No. *495*

To *Chicago, Ill.* TRAIN

Via { _____ / _____

Date *Nov. 29*

WEIGHT OF CAR FOR

Engine Rating _____ Tons

Through and Daily Rail Road Co.

EMPTY CAR CARD WAY-BILL.
FORWARDED FROM

Neolo Station

BY ORDER OF

J. B. C.

Consignee *C. & E. I. Ry.*

For _____

_____

_____

_____

Agent.

This card way-bill must accompany car to destination, and must be used for all empty cars forwarded by special order.

Yardmasters must stamp on back of this card date of arrival of car in yards.

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ARRIVAL AND DELIVERY OF FREIGHT.

Agents are responsible for the delivery of freight. Agents are responsible for the delivery of all freight arriving at their stations and must take such precautions as will insure delivery to proper consignee.

To send notice of arrival of freight to consignee. Agents should promptly notify consignee of the arrival of freight either by mail, messenger or telephone, and state the correct amount of charges due the company. Show on receipt part of freight bill date notice is sent.

Agents to check waybills against freight received. Receiving agents must exercise care in the examination and checking of waybills received at their station and ascertain whether all articles specified on such waybills have been received and condition of same. All articles on waybills will be considered as having been received and in good order unless otherwise shown on waybill.

Agents to have consignee remove freight promptly. Agents will use all proper means to induce consignees to remove their freight within twenty-four hours after arrival as the company requires all of its warehouse room for the daily movement of freight.

Delivering freight to connecting line. In delivering freight to connecting lines agents must not accept receipts bearing notations which can be construed to cover any damage or shortage that may exist on arrival of freight at destination. Notations showing damage or shortage must specify the articles and exact condition at time or delivery.

Freight consigned to connecting lines to be promptly delivered. Agents must deliver freight to connecting lines when so consigned as soon after arrival as practicable and care must be taken to have same receipted for with proper notations showing time of delivery, condition of freight, etc.

Agents to examine all freight before delivery. Agents must not allow freight to be taken from cars or warehouse until it has been carefully examined as to marks and conditions, and then only in the presence of a representative of the company who will see that consignees receive all their freight, and do not, in error, take packages which do not belong to them.

Note. This rule does not apply to carload shipments in bulk which are to be unloaded by consignees. Such freight is considered delivered when

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cars are placed on consignee's track where they are to be unloaded, charges having been paid and receipted for.

Delivering freight on consignee's order. When freight is delivered to a drayman or party other than the original consignee the agent must have a written order on file from consignee authorizing the delivery.

Original receipt or bill of lading to be taken up before delivery of freight. Unless consignees are known to be reliable and trustworthy the original receipt or bill of lading must be surrendered before the delivery of freight.

Freight consigned direct to one party care of another party. Shipments consigned direct to one party care of another party must not be delivered to the party in whose care shipped; nor to a third party without surrender of bill of lading endorsed by the consignee.

Articles shipped under a false name. When articles are shipped under a false name in order to evade the proper classification, agent at destination will collect the charges according to the proper classification and correct waybills accordingly, notifying the general freight office.

Owner's risk after arrival. These companies are not liable for damage by *fire* or as a *common carrier* for any article after its arrival at place of destination. Their liability after that being that of *warehousemen* only. They reserve the right to charge storage or to send freight to a public warehouse for storage at risk of owner, subject to the customary storage and commission charges and sales for charges as provided by law.

Writ of attachment, replevin, etc. Should a sheriff or a constable present writs of attachment, execution or replevin upon which he proposes to seize property in the possession of these companies the agent must examine the writ and take copy of it. If the property sought is at his station he will demand payment of all charges, notifying the officer that if he makes levy either with or without payment of all charges he must do so at his own risk, and property must be removed from premises of company soon as possible.

When property is attached, replevied or levied upon, agent should notify consignor and consignee at once, giving name of plaintiff, amount sued for, and time and place of hearing. When property is removed the agent should take the officer's receipt therefor. Agents must, without delay, report all facts by wire to the freight claim agent, notify local attorney by telegraph, send original summons to proper officers, and a copy of the summons to the general solicitor. Where no attorney, or without regular instructions, report all facts by wire to the division or general freight agent and send copy of the writ by first mail.

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FREIGHT NOTICE.

CONSIGNEE_____ STATION, _____ 190____

DESTINATION_____ VIA_____

There is at the depot of the Through & Daily Railway Company, consigned to you

Pro._____ THE FOLLOWING ARTICLES WAYBILLED FROM_____ VIA_____

VIA JUNCTION	WITH.....R'Y.	VIA JUNCTION	WITH.....R'Y.	VIA JUNCTION	WITH.....R'Y.

WAYBILL REFERENCE		CAR INITIALS AND NUMBER	CONSIGNOR	ORIGINAL POINT OF SHIPMENT	ORIGINAL CAR
DATE	NUMBER				

NO. OF PKGS.	ARTICLES AND MARKS	WEIGHT	RATE	FREIGHT	ADVANCES	TOTAL

CONNECTING LINE REFERENCE	DELIVER ABOVE GOODS TO BEARER	DRAYAGE - - -	
ORIGINAL WAYBILL NUMBER	_____	TOTAL TO COLLECT	

All carloads shall be subject to a minimum charge for trackage and rental of $1.00 per car for each 24 hours' detention, or fractional part thereof, after the expiration of 48 hours from arrival at destination.

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Mailing cards. After the expiration of a certain time (24 or 36 hours) storage is charged on all freight received. Hence when expense bill is made, postal containing description of freight and charges must be made out, copied and mailed at once to all consignees. (To local merchants, etc., it is not necessary.)

F 104

THROUGH AND DAILY RAIL ROAD COMPANY.

Victor, Ia., Station, *May 10, 1906.*

There is at this Depot, consigned to you, the following:

FROM	ARTICLES.	CHARGES	
Altoona	*2 Bbl. Sugar*		*66*
	Total.....		*66*

Which is now at your risk. Please call and pay charges and remove property. Same being car load freight, is subject to a minimum charge for trackage and rental of $1.00 per car for each 24 hours' detention, or fractional part thereof, after the expiration of *24* hours from date of mailing this notice, and such charge will commence on the *11* day of *May*, 190*6*, at *6 a.* m.

☞ All articles of Freight must be taken away within thirty-six hours after their arrival, or they will be sent to warehouse, and collect from the same the freight and charges due.— *Extract from Sec. 13 of Charter.*

J. J. Jones,
..... AGENT.

Please deliver above property to bearer.

..... Consignee.

FREIGHT RECEIVED FROM AND DELIVERED TO OTHER TRANSPORTATION COMPANIES.

Freight must not be received from nor delivered to connecting lines unless it is accompanied by a freight (expense) bill or a waybill showing the weight and charges, as well as all particulars necessary for the proper handling and forwarding of the freight. In the event the freight is received for delivery to connecting transportation companies without a regu-

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lar waybill the necessary short freight return must be sent to the proper officer forthwith. A short freight return must also be promptly sent to the proper official when the waybills for freight to be delivered to connecting lines are received unaccompanied by the freight.

Receipt for freight received from connecting lines must not be given nor the freight allowed to go forward until all of the necessary information by which it may be intelligently handled is received from the carrier making the delivery. All loaded cars received from connecting lines must be carefully examined at the junction station with a view of detecting any defects that may result in loss of, or damage to, their contents.

Less than carload freight received from connecting lines must be carefully checked with the freight (expense) bill or waybill and any variation in quantity or condition must be noted thereon, as well as upon any receipt which may be issued for the property. In case of carload lots that may be passed without being checked or transferred the notation "Not checked or transferred at .....station" must be made across the face of the freight (expense) bill or waybill, as well as upon the receipt given for the freight and station record.

Shipments of perishable or other freight, upon which the rules of the traffic manager or department requires the charges to be prepaid or guaranteed, are subject to the same general conditions when received from connecting lines as in other cases. The notation "Charges Guaranteed" upon connecting lines freight (expense) bill will be understood to be the guarantee of all charges to destination, including any charges that may have been advanced by this company. No guarantee will be accepted unless with this understanding. When freight upon which charges should be guaranteed is offered by connecting lines the agent must require the guarantee of connecting line, and must not accept that of the original alone.

Reporting interline business. A report of all regular interline waybills, whether regular or card received from and delivered to connecting lines each day, should be sent to the freight auditor by the junction agent on blank provided for that purpose, according to printed instructions thereon.

Inspection of interline waybills for miscellaneous charges. Junction agents should carefully inspect all waybills delivered to connecting line and where any show miscellaneous charges to have been entered after the waybill left forwarding station a memorandum giving name of station where such charge accrued, nature of the charge and amount should be made immediately under the entry of the waybill on the junction report.

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MISCELLANEOUS NOTES.

When waybilling to stations on foreign lines, or via more than one route, what is noted? The junction via which freight is to be forwarded.

What points in waybills must agents at junction point examine? All interline waybills from or to stations on foreign lines, and if the rate used cannot be verified by advices in his possession from general freight agent, he must at once apply to division freight agent for instructions, and full particulars must accompany application.

What is observed in billing freight from foreign lines. Agents under the heading of consignor must show connecting lines, billing point, date of waybill, car number and initials; also original point of shipment when such shipments have originated beyond connecting line's billing point. In forwarding reconsigned freight, full reference to original billing must be made. If the shipment is a carload and has been transferred from one car to another enroute the initials and number of the car from which the shipment was transferred must always be shown.

What is done when freight is left short of destination, or transferred from disabled cars? Should a loaded car become disabled, or for any cause be left on a side track or at a station where there is no agent, the conductor will deliver the waybill to the agent at the next regular station and endorse on the waybill when, where, and why the car was left and report the same to his superintendent, train master, or train dispatcher.

CORRECTION BLANKS.

Waybill correction blank. When an error is discovered in the freight charges of a waybill after it has been reported in received abstract correction should be made by use of waybill correction form.

Errors in abstract. Errors found in footing of charges columns of waybills after they have been reported in received abstract should be considered as errors in abstracting.

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_____ 190____

*Agent*_____*Station.*

Sir:—Your way-bills taken into account at this Station have been corrected and now read as below. Correct your books accordingly. Yours respectfully,

_____*Agent..*

Date of Way-Bill.	No. of Way-Bill.	No. of Car.	ARTICLES, ETC.	Weight.		Rate.	Freight.		Adv. Charges.		Prepaid.	

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Abstract Correction Blanks. All errors in abstracts and daily freight balances affecting the debit or credit of the station should be corrected by the use of freight balance correction form. When such errors are detected by the agent after reports have left the station correction should not be attempted by bringing forward, in daily freight balance, totals differing from those shown on last report, but request should be made to the auditor of freight accounts for freight balance corrections. In the meantime the difference should be shown as an unsettled item in daily freight balance.

Evidence that proper disposition has been made of credits obtained by freight balance correction is required, as follows:

A—If the original freight bill is incorrect, it should be taken up and attached to the freight balance correction, and a receipt for the amount refunded taken, in space provided on the face of the blank.

B—If the original bill is incorrect, but has not been collected, make notation to that effect across the face thereof, and attach to the freight balance corrections.

C—If the outstanding freight bill shows no overcharge, note across face of balance corrections "Freight Bill Correct."

D—If the credit is disposed of by issuing P. P. O. way-bill, copy of the P. P. O. way-bill should be attached to the freight balance correction.

E—If advances forwarded are added or increased, the usual voucher for advances will be required.

If over collection has been made, and for any cause refund cannot be made, ask Auditor of Freight Accounts for instructions.

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WAYBILL CORRECTION.

_____ STATION, _____ 190__

On Waybill From _____ _____ To _____
STATION ISSUING ROAD STATION

AS REPORTED

WAYBILL				CONSIGNEE	NO. PACKAGES	ARTICLES	WEIGHT		RATE	FREIGHT	
DATE		NO.	STATION PRO. NO.								

AS SHOULD BE

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Reason for correction

Difference to be added

Difference to be deducted

Agent.

1. This waybill correction is to be used only after waybill has been sent to Auditor of Freight Accounts.
2. If an overcharge, consignee should be immediately notified and asked to surrender the original freight bill so that the overcharge may be refunded. When the original freight bill and consignee's receipt for the amount of the overcharge have been obtained, the Agent should then make way bill correction and take it into account. The original freight bill and consignee's receipt shall be filed at the station. REFUND MUST NOT BE MADE UNLESS ORIGINAL FREIGHT BILL IS SURRENDERED.
3. If an undercharge, a waybill correction should be made and taken into account. If collection cannot be immediately made, the amount may be carried on uncollected list until it can be collected or station cleared.
4. In entering debit corrections on monthly statement of uncollected freight bills, the waybill reference must be given, also the number of the correction, and an explanation for being uncollected.
5. An impression or carbon copy of waybill correction should be sent to the billing agent. If made on waybill from a local station, the billing agent should change the forwarded records to agree and file the copy. If made on waybill from a foreign road, copy of waybill correction should be sent to the Auditor of billing road and to Auditor of each intermediate road interested instead of to the billing agent.
6. When credit waybill correction is issued and the amount is sent to another station by prepaid only waybill, reference to the prepaid only waybill should be given on the correction.
7. This form should not be used to change advances or prepaid. Such errors will be recovered by prepaid only waybill.

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WAYBILL CORRECTION NOTICE.

To_____ Pro. No._____

_____

Waybill No._____ Dated_____ 190___ Car Initial_____ No._____ Capacity_____

From_____ _____ To_____

Station Billing Road Station

WHICH READS

NAME OF CONSIGNEE	DESCRIPTION OF ARTICLES	WEIGHT	RATE	FREIGHT CHARGES
	Total Footings as Waybilled,			

SHOULD READ

	Total Footings as Corrected,			

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Office Stamp or Agent's Signature, with Date Below.

BILLING STATION	RECEIVING STATION	OFFICE OF AUDITOR OF FREIGHT ACCOUNTS
Agent	Agent	Auditor of Freight Accounts

INSTRUCTIONS.

When the billing agent discovers an error in freight charges on a waybill to a foreign road, the agent will send notice, on this form, to the Auditor of Freight Accounts of the receiving road, and a copy to the Auditor of each intermediate road.

When the receiving agent makes a correction in freight charges on a waybill from a foreign road, before the waybill leaves the receiving station, the Agent will send notice, on this form, to the Auditor of Freight Accounts of the billing road, and a copy to each intermediate road.

When the receiving agent changes the freight charges on a waybill from another local station, before the waybill leaves the receiving station, notice, on this form, should be sent to the billing agent. If accepted, the station records should be made to agree, and notice filed. If not accepted, the notice should be returned to the receiving agent with full explanation, that the error may be recovered by Waybill Correction. If, however, forwarded abstracts covering these waybills have been closed, notation to that effect should be placed hereon; the notice will then be dated and signed and sent to Auditor of Freight Accounts.

When a waybill correction notice is received after the waybill has been sent to the Auditor of Freight Accounts, and the error is admitted, Waybill Correction, should be made according to instructions thereon.

The Waybill Correction Notice deals with freight charges only. Errors in Advances and Prepaids will be corrected by P. P. O. waybill.

When issued by the Auditor of Freight Accounts the notice should be returned attached to Waybill Correction.

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JUNCTION BUSINESS.

Junction freight report. This is a statement rendered by an agent at a junction station of all interline waybills passing to or from connecting lines showing stations between which the billing is made, together with such other business as may be required.

Waybills without freight. An interline waybill on which entire shipment checks short at junction point with road outside of your own local route should be forwarded to the destination of such waybill, via route shown thereon, after the agent of the outside road has made proper notation of the shortage on the face of the waybill over his signature. The agent at destination should take the waybill into account and if the freight has been received via some other route the routing on the waybill should be made to conform to the actual movement of the freight. If the freight has not been received, short report should be made and claim filed for relief of charges as per current instructions.

Waybills to foreign roads having freight short. Waybills from your own local route points to points on foreign roads, when not accompanied by the freight, may be held waiting disposition, but not to exceed thirty days. At the expiration of that period the heading should be changed to the junction point and waybill included in freight received. In the meantime junction should endeavor to locate the freight.

The same action should be taken by the conductor when he leaves a disabled car at a regular station, except that waybill should be delivered to agent at station where car is left. Should it become necessary to transfer freight into other cars while enroute, note the fact on the waybills, giving the initials and number of the car into which freight was transferred, and date and station at which such transfer was made. The agent at station at which transfer was made will make copy of waybills of all freight damaged, which copy of waybill with regular report giving cause for the transfer must be sent to the general claim agent by first mail. Goods must be carefully checked from waybills, noting on face of same condition of property at time of transfer; conductor will sign his name in full on waybill, and keep a record of the transaction in his car book. Bonded freight must not be transferred except by government officials.

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MANIFEST OF OWNER, SHIPPER OR CONSIGNOR OF ARTICLES EXPORTED BY RAILWAY.

List or Manifest of Articles of domestic production or manufacture, and foreign articles free of duty or duty paid, delivered

by ..... *to* .....

Name of exporter, shipper or consignor. Name of Railway or Transportation Co.

..... *Station,* ..... *Agent,*

Name. Name.

For Exportation to .....

Place of intended destination in foreign country.

Via .....

Name of last Port in U. S. where the articles pass into the foreign country.

MARKS AND NUMBERS OF PACKAGES.	DESCRIPTION OF ARTICLES.	DOMESTIC ARTICLES.		FOREIGN ARTICLES FREE OF DUTY OR DUTY PAID.	
		QUANTITIES.	VALUES, DOLLARS.	QUANTITIES.	VALUES, DOLLARS.

I, ...*solemnly swear (or affirm) that the above is a full and true statement of the kinds, quantities and values, and destination of all of the articles delivered by me for exportation as forepaid.*

.....

Sworn (or affirmed) before me this ..... *day of* .....*190*.....

.....

NOTARY PUBLIC.

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Shipper's Manifest.

From.....

FOR EXPORT TO.....

Via.....
Last Port in the U. S.

Loaded in car No... .....

TRANSFERRED TO

Car No.....

TRANSFERRED TO

Car No.....

TRANSFERRED TO

Car No.....

See Art. 5, U. S. Treas. Dept. Cir. No. 201, 1892.

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BONDED FREIGHT.

When received from customs officials. Freight in bond must not be received from customs officials unless a manifest for each shipment bearing certificate of a customs officer is delivered with shipping order.

When received from connecting lines. Freight in bond must not be received from connecting lines unless a manifest for each shipment bearing certificate of custom officer is delivered with the transfer bills; seals and fastenings of car are intact, and a red or yellow card is attached to each side of car.

When under supervision of customs officers. Bonded freight, except as provided in paragraphs headed *"Corded and Sealed"* and *"Internal Revenue Bonded Freight,"* must always be loaded or transferred from car to car under the supervision of a customs officer who will, when car is loaded, secure same with customs seals or locks according to whether the merchandise is "APPRAISED" or "UNAPPRAISED," as outlined in paragraphs headed *A.* and *B.*

Waybilling. In waybilling bonded freight notation must be made on the waybill against each shipment "In bond, manifest attached" and the manifests must be securely attached to the waybills they cover.

Corded and sealed. Bales and packages of bonded freight "Corded and Sealed" are not required to be transported in cars secured by customs locks or seals, or to be transferred under the supervision of a customs officer, consequently they can be loaded in car with free freight destined to any point. Manifest must accompany such shipments, however, and waybill must bear notation "Corded and Sealed." Customs locks or seals not required against each shipment in addition to notation, "In bond, manifest attached."

Internal revenue bonded freight. An act of congress dated August 28, 1894, provides for the establishment of general bonded warehouses for the storage of spirits made from material other than fruit, and the transportation thereof in bond. Manifests are not required in the shipments of such bonded freight and they will be handled under ordinary seal protection, customs locks or seals not being required. Notation must be made on waybills for such freight, "Internal revenue bonded freight: manifest, customs locks or seals not required."

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Customs seals. Appraised merchandise. Cars containing appraised merchandise in bond must be secured by customs seals or customs locks.

Customs locks. Unappraised merchandise. Cars containing merchandise (unappraised) must be secured by customs locks.

Seals and locks can be removed only by customs officers. Customs seals or locks are placed on cars and removed only by a customs officer. Any other person removing or tampering with these seals is guilty of felony, and is punishable by imprisonment not exceeding five years, or fine not exceeding $1,000, or both, at the discretion of the court.

Card for bonded freight "Appraised." Every car containing bonded merchandise (appraised) is required to have on each side, in close proximity to the place where the openings are sealed, a red card 3½ by 4½ inches in size, with the following words printed in black letters:

U. S. CUSTOMS.

BONDED MERCHANDISE

(APPRAISED)

From..... (Departure) Date.....

To..... (Arrival) Date .....

NOTICE: ***Seals attached to this car are to be removed by Customs Officers only. Unauthorized persons who willfully break, cut or remove Customs seals are liable to a fine of $1000.00, or imprisonment not exceeding five years, or both.***

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Card for merchandise "Unappraised." Cars containing bonded merchandise (unappraised) must be carded on both sides at loading station with a yellow card, six inches square, reading as follows:

U. S. CUSTOMS.

UNAPPRAISED MERCHANDISE.

IN BOND

From .....

Forwarded *190*

To .....

Arrived *190*

NOTICE: ***Seals attached to this car are to be removed by Customs Officers only. Unauthorized persons who willfully break, cut or remove Customs seals are liable to a fine of $1000.00, or imprisonment not exceeding five years, or both.***

Manifest for bonded freight. Manifest for bonded freight must always be in the possession of the agent or conductor having charge of the cars containing bonded freight, and must be attached to waybills as provided in paragraph headed *"Waybilling"* and transmitted with them to destination.

Not to be forwarded on card waybills. Cars containing bonded freight must not be forwarded on card waybills, because if so forwarded conductor will not be able to determine whether or not he has manifest covering all of the bonded shipments in the car.

Loss of manifest. If manifest for bonded freight is lost while in possession of an employe of this company, the fact must be reported at once by wire to the division freight agent.

Loss of red or yellow card. Should the red or yellow cards become detached from car or lost in transit, another must be placed thereon by employe discovering the loss, who will advise division freight agent by wire. Cards may be produced at all division and terminal stations, where supply should be kept on hand at all times.

Agents and conductors to examine customs seals and locks. Agents or conductors, upon receipt of cars containing bonded freight, must examine

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customs locks or seals to determine whether or not all fastenings are intact. If they are found broken or tampered with, particulars must be reported at once by the agent to the freight claim agent, or by the conductor to the superintendent, making notation on waybill to this effect and showing name and date. If customs locks or seals are found broken or tampered with at a station where a customs officer is located, agent will advise him direct and notify freight claim agent of action taken.

Customs locks or seals may be broken in case of accident. If a car bearing customs locks or seals is disabled by accident, fire or otherwise, and a customs officer is not available, the locks and seals may be broken by the conductor in charge, or by the agent at the station nearest the scene of the accident, first carefully noting the lock or seal number and register the number on the manifest. Conductor or agent must carefully check the transfer of the contents and make an affidavit of the facts, stating circumstances under which the locks or seals were broken and removed from the car. This affidavit must be attached to the manifest which, with the broken locks or seals, must be forwarded with the bonded freight to the first intermediate station where customs officer is located, who will place customs locks or seals on the car. If there is no customs officer located at intermediate station, affidavit, manifest and broken locks or seals must be delivered to customs officer at destination. Customs cards must be removed from damaged car and placed on the car into which bonded freight is transferred. Full information must be given to freight claim agent by wire.

Arrival and delivery of bonded freight. Agents must report immediately arrival of all bonded freight except "Internal Revenue Bonded Freight" to customs officer on form furnished to him, attaching manifest received with the freight to the report of the arrival. The report of the arrival of bonded freight to customs officer completes the bonded obligation of the company, and it is only responsible beyond that to the same extent as for free freight while left in its possession. Agents must be governed by instructions received from customs officer as to disposition of bonded freight.

When all government charges on a shipment of bonded freight have been paid and the shipment is released by the government officer, it becomes free freight and is to be treated exactly as any other regular shipment. When, however, on account of a failure to pay the duty, or for any other reason a shipment is not released from bond, but is taken charge of by the government and put in a bonded warehouse, agent must file a lien for same without delay with the customs officer. If all charges are paid after lien has been filed customs officer should be notified to cancel lien.

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Arrival and delivery of internal revenue bonded freight. Instructions in above paragraph do not apply to internal revenue bonded freight. Consignees should be notified of arrival of internal revenue bonded freight and delivery should be made of such freight same as free freight.

TRANSIT SEALS.

Agents should fully understand the difference between government seals for merchandise in bond and what are technically called "Transit Seals" which latter are only intended to prevent the substitution of other goods while cars are passing from one part of United States to another through Canada. Their purpose is served when they are found intact on the return of the cars to the United States territory and may be removed by the railway agent at their destination without reference to customs house officer. Care must be taken not to confound transit seals with customs seals used on bonded cars, as the customs authorities will not overlook infractions of the law which may arise through the ignorance or misinformation of railway employes. The transit seal is marked as follows:

"IN TRANSIT."

PERISHABLE FREIGHT.

Careful and prompt handling a necessity. Vegetables, fruits, dressed poultry, game, fresh meats, fish, oysters, eggs and dairy freight are subject to decay, and are classified as "Perishable Freight." Extraordinary care must be taken to prevent loss or damage.

When in charge of messenger. Messengers are authorized to regulate the ventilators, and any instructions given by them should be complied with. Agent should assist them to the fullest extent possible.

Ventilation rules. Cars should be ventilated in accordance with the instructions given by the shipper or connecting lines. Agents as well as conductors must keep a complete record of the position of the ventilators. No change should be made in the ventilation by an employe, except on written order of shipper, consignee, connecting lines or messenger in charge. Such authority should be kept on file and the change noted on waybill.

Transfers to be avoided. Transfers should be avoided as this class of freight cannot be transferred without heavy damage. Where cars are disabled they should be repaired and forwarded promptly. When absolutely

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REFRIGERATOR SERVICE.

ADVICE OF PERISHABLE FREIGHT FORWARDED.

_____

_____ _____ 190___.

Dear Sir: The following cars of perishable freight were forwarded from this station as shown below. Please notify consignees.

DATE	TRAIN	TIME	SYMBOL NO.	INITIAL	CAR. NO.	CONTENTS	FROM	TO	CONSIGNEES

_____

Agent.

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necessary to transfer, a telegraphic report must be sent to the superintendent giving exact extent of damage and asking for instructions.

Protection against freezing. During extremely cold weather if no messenger is in charge of fruit and vegetables, such shipments should be put in the engine house. As a rule this class of freight in box cars should be housed at thirty-two degrees, and refrigerator cars at zero. Stoves are allowed in cars under the special instructions of your company.

Protection of bananas. When bananas are placed in an engine house and the temperature is above sixty degrees, the doors and traps should be opened; below sixty degrees they should be kept closed. When the weather moderates sufficiently for the car to be sent on to destination the ventilators should be placed in the same position as they were when the car was first placed in the engine house.

ICING.

Cars and ice to be clean. Before putting ice in the boxes the ice should be thoroughly cleaned, waste pipe must be open and in good order, and ice boxes free from any waste.

When refrigerator cars not to be iced. When refrigerator cars are loaded with freight that does not require icing notation should be made on regular waybill or cardbill "Do not ice this car."

Shippers should specify icing stations. When refrigerator cars are loaded with perishable freight that requires icing agent will require shippers to note on their shipping order at what point or points the car should be re-iced. Notation to re-ice should be put on space provided on the waybill "Stop this car at.....for....."

Specify at what points to examine and re-ice. If shipper or connecting lines do not specify at what point car is to be re-iced, but note on shipping order, transfer bill or interline waybill "Car to be re-iced" the agent should determine from nature of freight and conditions of weather at what point on their own road the car is to be examined, and make notation on waybill or cardbill "Examine and re-ice if necessary at....." specifying names of stations.

Notations for icing on foreign roads. If a car is destined to a point beyond your own road, full notation must be made on waybill under "Consignee" and "Destination" as to what points on foreign roads the car is to be re-iced, if so stated by shippers. When the names of icing stations are

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Form 68

CO. W-B's. Are used for company freight and differ from a commercial Way-Bill in that instead of the freight charges, P. P., and Advance columns, they have a place for the signature and date of delivery of goods to consignee. They are not copied with the other bills and are numbered separately therefrom.

Way-Bill of Company Freight

Forwarded from *Des Moines, Iowa,* to *Atlantic, Iowa.*

Consignor	Consignee and Destination	No. of Packages
C., M. & St. P. Ry.	*C., M. & St. P. Ry.*	*1*
C. W. Jones,	*M. J. Sullivan,*	
Supt.	*Road Master.*	

F 68

INSTRUCTIONS

These way-bills will be used for billing Company freight only, and must not be numbered with way-bills for commercial freight, but separately commencing with number 1 and continue consecutively during the month.

A separate way-bill must be made for each car.

When loaded cars destined to any station are left at another station, the way-bill must be left with them in every case.

When Company freight is left by Conductor at a station where there is no agent he must note over his signature on the right-hand margin of the way-bill, name of station where freight was delivered, the date and number of his train, and leave the way-bill with the agent at the next reporting station.

Receipts for all other Company freight must be taken in the right-hand margin of the way-bills on delivery of the freight, and the way-bills forwarded to the Freight Auditor's office promptly.

The signature should always show the name of the officer to whom the material is shipped. The full name of the party signing the way-bill must always be given. For example: "John Jones, R. M., per John Smith."

Upon receipt of freight covered by Company freight way-bill agents will enter same in freight received book and hold way-bill until delivery of freight to consignee, taking his receipt for same in space provided on way-bill. Way-bills will then be forwarded to Freight Auditor with other way-bills to be sent in that day.

Conductors are held **personally responsible** for the proper care of all goods and property entrusted to them, while in their charge, and will be careful to see that the same are delivered to the Station Agents according to way-bill.

The **Station Agents** are held **personally responsible** for the safe keeping and proper delivery of all goods received by them, and all articles herein mentioned will be considered as having been received by the Agent at the destined station and in good order, unless otherwise stated by him on the face of this way-bill.

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Gross, Tare, and Net Weight of Carload, Freight to be entered in this space where the Car is weighed.

Co. Way-Bill No. *40.*

Car Int. *C., R. I. & P.*

No. *480.*

Transferred into

Int. *C. & G. F.* No. *4186*

At *Stuart, Iowa.*

Date *March 4,* 190*6.*

Description of Articles	Weight	Date Delivered	Receipt of Consignee
Hand Car	*500*		

CONDUCTOR'S RECORD

No. of Train	Station From	Station To	Conductor

Conductors must enter above the number of train, the name of station taken from and left at, and sign their names in the space provided.

In all cases of over, short, or damage to Company freight, the receiving agent will make and handle an "O. S. & D." report the same as for commercial freight.

Agents will report these way-bills on form 369 and 370, which must be forwarded in time to be in the office of the Freight Auditor not later than the 7th of the month following that for which made.

Agents must not receive Company freight from, nor deliver it to, any person except those duly authorized to ship and receive it.

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not given by shippers notation must be made on waybill: "Connecting lines examine ice boxes and keep car well iced in transit."

Icing notations to show on transfer bills. Agents must use special care to see that all icing notations that appear on waybills are shown on transfer bills to connecting lines.

Conductors should report cars to be re-iced. Conductors must examine waybills and report to chief dispatcher those bearing notations "Examine and re-ice," specifying car numbers and initials.

Delayed shipments to be examined and re-iced. Chief dispatchers must have cars that are delayed, disabled or set out in transit, examined and re-iced when necessary.

Icing stations. Refrigerator schedules issued generally semi-annually contain a list of icing stations on your road.

COMPANY FREIGHT.

Material bought delivered. Material for use on routes of your own system bought delivered at the storehouse or destination, should be waybilled to destination with charges, the same as public freight. All other company material should be billed without freight charges, the word "Company" being entered in the freight column. Charges paid to connecting roads should be shown as advances, using special form company waybill.

Material from a junction point. Company material, billed from a junction point which is common to two or more local company's routes must be waybilled by the road owning the freight.

Material to be on separate waybill. Such freight must be, without fail, entered on separate waybills from these for public freight and consigned to the proper company in care of the party for whom it is intended, but not to any individual direct. Receiving agents, being always in a position to determine what is company property, should see that this is strictly observed.

When billed with public freight. When such freight is covered by a waybill with freight for public, the item should be voided and forwarding agent called on for new billing. When the company shipments show advances, they can only be cancelled in accordance with special rules.

Weights to be shown. Weights of the company material should always be given on a waybill. When actual weight cannot be ascertained, forwarding agent should estimate same to the best of his ability.

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Material for distribution to different stations. Shipments of coal or other material to be distributed to different stations should have a separate waybill for each consignment, and in no case be billed on one waybill with notation to unload part at an intermediate station.

HIGH EXPLOSIVES.

High explosives such as atlas, hercules, giant dittmar, commercial aetna, hecla, vulcan, forcite, dynamite, gelatine and other nitro-glycerin powders or cartridges will be received for shipment over the lines of this company only under the following conditions: Shipments to be packed in wooden boxes of not over fifty pounds each, and each package to be plainly marked "EXPLOSIVE—DANGEROUS."

Absorption in charcoal, etc. It is understood that in these articles the nitro-glycerin is thoroughly absorbed in charcoal, sawdust, infusoral earth, wood fiber, carbonate of magnesia, or other similar substances, and that the amount of nitro-glycerin is such that the temperature of the hottest summer day will not occasion any leakage. Should any package show outward sign of any oily stain, or other indications that absorption is not perfect, or that the amount of nitro-glycerin is greater than absorbant can carry, the package must be refused in every instance, and must not be allowed to remain on the property of the company.

High explosive preparations. High explosive preparations not in accordance with the above specifications (except ordinary black powder) must not be received for shipment.

Nitro-glycerin. Nitro-glycerin, glycerin oil, nitrated oil, nitroleum or blasting oil must not be received.

Percussion caps, etc., not to be loaded with high explosives. In no case should percussion caps, exploders, safety quibs, fulminators, friction matches, or any other matter of like nature be loaded in the same car with any of the above explosives. Common black powder must not be loaded in any cars that contain explosives. These articles must not be received in mixed car lots. There cannot be too great care exercised in this matter.

Safety fuse. Safety fuse will be accepted at any time for shipment it is offered, and the restrictions in regard to shipping powder do not apply to it.

Cars to be in good condition. Agents must know that none of the above explosive substances are loaded at their stations in old cars having loose boards or cracks in sides. Cars without end doors, or same permanently

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fastened, must be selected for carrying these explosives. They must be first-class in every respect; must be tight everywhere, and must have doors that can be closely shut, leaving no cracks for sparks to get in. When in full carloads, the doors must be battened. Every precaution should be used by car inspectors to see that cars carrying this freight are first-class in every respect and in good order.

Carding cars. Every car containing explosives, either full carloads or small packages, must be carded on both sides and ends "POWDER—HANDLE CAREFULLY," so that those having charge of it will not do anything ignorantly to incur danger. This should be done by shipper of full carloads, and by the agent when packages are loaded in cars at his station.

Penalty for improper handling. The law provides heavy penalties for improper handling of high explosives and agent and shippers should see that such shipments are put up, marked and forwarded only under their proper names, and in accordance with these instructions.

Must be taken away immediately after arrival. Powder or other explosive substances should not be allowed to remain on the property of this company. In the event of no disposition being made of same within twenty-four hours, agent should wire the freight claim agent for instructions and disposition, giving reference to the billing.

Consignees to be promptly notified. Agent should advise consignees promptly of the arrival of such freight and use all proper means to induce consignees to unload within twenty-four hours after arrival.

ACIDS.

Packing of acids. Nitric, sulphuric and hydrochloric acids in carboys or bottles will be received only when completely packed either in mineral wool, or in hay or straw preferably packed with milk of lime, and preferably also when the neck between neck or carboy and jacket is filled with plaster of paris to prevent acid from running on to packing in case stopper comes out, or neck of carboy is broken, and when neck of carboy is protected by wooden cap.

Load in stock or coal cars. Acids thus packed in carloads will be transported only in stock or coal cars.

Loading of less than carload lots. Less than carload lots, when loaded in merchandise cars, must be loaded only in doorway and must be isolated from other freight in car and properly braced to prevent shifting.

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Carding the cars. Cars containing such shipments should be carded "ACID—HANDLE WITH CARE."

CALCIUM CARBIDE OR ACETYLENE GAS POWDER.

Shipments of calcium carbide or acetylene gas powder may be received only when packed in water-tight metallic cans, boxed or completely jacketed, and plainly labeled "Dangerous if not kept dry." If packages are damaged in transit they must be put where there is no possibility of water or moisture coming in contact with them; therefore, extraordinary care must be taken because, if wet, it is explosive.

FREIGHT (EXPENSE) BILLS.

Description of freight bill. An itemized statement of charges incidental to the transportation of freight, showing the service rendered, and on which the agent making collection receipts for same.

What freight bills give. Freight bills must give all information called for by the blank, but notations on waybills which refer to loss or damages, or divisions or through rates should not be shown. In the case of prepaid shipments the rate and charges should not be shown on freight bill issued at destination, the word prepaid being inserted instead.

TRANSFER BILLS.

Transfer bills show. Transfer bills to connecting lines for carload freight should show name of shipper, original point of shipment, and initials and number of original car, and for less than carload freight should show name of shipper and original point of shipment.

Case numbers and marks. Case numbers and other distinguishing marks on dry-goods, boots and shoes, and freight of similar character should also be shown on transfer bills.

Transfer bills to show through rates and divisions. Transfer bills to through lines should show the through rate and divisions when freight is billed at a proportion of a through rate.

Transfers. All stations where freight is transferred are given a number by which they are known, as K369, or B447, etc. When freight is transferred, old car number on waybill is scratched out and new car number entered in proper place in right hand corner of waybill, showing the place

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11-02—1200M. F. 82

Form 4—1.

Pro. No. 10

Jones & Co.,

Stuart, Iowa.

Stuart, Iowa, **Station** *April 4,* **190** *6.*

Received in good order from the THROUGH AND DAILY RAIL ROAD the following described property:

From *Chicago*

Date *Mar. 29*

W. B. *46486*

Car *C., R. I. & P.*

Initials *46826*

Trans. from *2648*

Initials *C. G. S.*

	WEIGHT	RATE	FREIGHT	ADVANCES	TOTAL
1 Farm Scale Bed	*5 00*	*38*	*1 90*	*80*	*2 70*
Rel.					

Consignor

Sprague, Warner & Co.

Original Point of Shipment

Pittsburg, Pa.

Jones & Co. **Consignee.**

Per *H. B. S.*

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Form 4—1.

Pro. No. 10

Jones & Co.

Stuart, Iowa.

Stuart, Iowa, Station April 4, 1906.

To THROUGH AND DAILY RAIL ROAD COMPANY, Dr.

From	FOR TRANSPORTATION AND CHARGES ON	WEIGHT	RATE	FREIGHT	ADVANCES	TOTAL
Chicago	1 Farm Scale Bed	500	38	190	80	270
Date Mar. 29	Rel.					
W. B. 46486						
Car C., R. I. & P.						
Initials 46826						
Trans. from 2648						
Initials C. G. S.						

Consignor

Sprague, Warner & Co.

Original Point of Shipment

Pittsburg, Pa.

RECEIVED PAYMENT FOR THE COMPANY,

C. W. Jones, Agent.

Per Smith

Charges payable on delivery. Subject to storage after 48 hours.

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Form 4½. 12-02 25M F84

No. 10

Jones Co.,
Stuart, Iowa.

Stuart, **Station,** April 4, **190** 6

To Through & Daily Rail Road Company, Dr.

From	FOR TRANSPORTATION AND CHARGES ON	WEIGHT		RATE	FREIGHT		ADVANCES		TOTAL	
Chicago	1 Farm Scale	5	00	38	1	90		80	2	70
Date Mar. 29.	K D.									
W. B. 46486	Rel									
Car C.R.J.&P.										
Initials 46826										
Trans. from 2648										
Initials C. G L										

COPY NOT TO BE USED IN FILING CLAIMS FOR OVERCHARGE.

Consignor
Sprague, Warner & Co,

Original Point of Shipment
Pittsburg, Pa.

RECEIVED PAYMENT FOR THE COMPANY

C. W Jones, **Agent**

Per Smith

CHARGES PAYABLE ON DELIVERY. SUBJECT TO STORAGE AFTER 48 HOURS

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PREPAID FREIGHT BILL

CONSIGNOR_____ STATION_____ 190__

Through & Daily Railroad Company, Dr.

FOR CHARGES PREPAID ON ARTICLES WAYBILLED TO_____

CONSIGNED TO _____ DESTINATION_____

VIA JUNCTION	WITH.....R'Y	VIA JUNCTION	WITH.....R'Y	VIA JUNCTION	WITH.....R'Y

DATE OF WAY BILL	NO. OF PKGS.	ARTICLES AND MARKS	WEIGHT	RATE	FREIGHT
_____ 190__		(This Bill to be written with ink)			
SERIES AND NUMBER OF WAY BILL					
CAR INITIALS AND NUMBER					
SHIPPERS TICKET NUMBER					

RECEIVED PAYMENT_____AGENT.

PER_____CASHIER.

_____190__

TOTAL TO COLLECT.

Original Paid Freight Bills should accompany all Claims for Overcharge, Loss or Damage.

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where transferred, as "Into IC4667 at B447." Transfer stations are required to stamp all waybills covering shipments transferred at their station, in proper place in way-bill and generally a "transfer" record book is kept showing number and date of way-bill, where from, where to, of what consisting, from what car and train received, and into what car and train transferred; condition of goods is also noted.

Expense bills. The correctness of charges on waybill received must be ascertained and then they must be "expensed" (entered on expense bills), a separate expense bill being made for each consignment. The expense bill is made in original with carbon duplicate and contains waybill record, as number and date, where from, car out of, and describe the goods with amount of freight or advances given, showing total amount to be collected. Or if prepaid the word "paid" is written in total to collect column. When goods are delivered, expense bill is torn in two and consignee signs the duplicate which is retained for office record. The original is signed by agent and given consignee.

FREIGHT SHIPPED "TO ORDER," "NOTIFY," ETC.

Freight consigned to order. When freight is consigned to "Order," it is as a rule for the purpose of securing the payment at destination of a draft for the value of the freight. The draft is usually attached to the bill of lading and sent through a bank for collection from the party at destination who is to be notified of the arrival of the freight. The payment of the draft secures to the payer the possession of the bill of lading which must be endorsed by the party to whose order the freight is consigned. If further transfer of the freight is made before delivery, proper endorsement showing such transfer should be made on the bill of lading.

Common method of shipper's order. When the shipper desires collection made for his goods before delivery he marks his goods and makes the *consignee* on bill of lading as follows: FROM..... John Smith TO.....John Smith, order A. B. Hall, 613 State Street, Chicago, Ills. Smith then sends the bill of lading to a bank or an express office. Before A. B. Hall can secure the goods he must obtain the original bill of lading by paying the collection thereon to the bank or express company. Under no conditions must the goods be delivered until the agent obtains the original bill of lading from A. B. Hall.

Rules regarding the surrender of bills of lading. A shipment billed to "Order, Notify.....," "Order, care of.....," must

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not be delivered except on surrender of original bill of lading properly endorsed as explained above. (Agents are cautioned against accepting a paid draft or a written or printed order as evidence of ownership of an "Order," consignment.) The surrender of the bill of lading must invariably be required.

Full address of party to be notified necessary to insure prompt delivery. When freight is so consigned, the name of the party to be notified, with full address, must be given on card and regular waybill so that notice of arrival may be sent such party by agent at destination and prompt delivery secured.

NOTE. When the address of party to be notified differs from the destination of the freight, waybill must state distinctly the point of delivery for the freight.

When freight consigned "Care of," or "Notify." A shipment billed to one party "Care of.....," or "Notify.....," another, or consigned by a shipper to himself, the word "Order" being omitted will not be considered an "Order Shipment."

Forms of consignment and delivery. Proper forms of consignment of delivery are:

a—John Smith. Delivery must be made to John Smith or upon his written order (which may be by endorsement on the bill of lading).

b—James Brown, care of John Smith. Delivery must be made to John Smith (who represents James Brown) or upon John Smith's written order (which may be by endorsement on the bill of lading).

c—James Brown, notify John Smith. Delivery must be made to James Brown or upon his written order (which may be by endorsement on the bill of lading) but John Smith must be notified.

d—Order of James Brown, care of John Smith. Delivery must be made to John Smith on surrender of the original bill of lading bearing the endorsement of James Brown, unless the bill of lading is endorsed to the order of some other party, in which case the delivery must be made to that party upon his endorsement and surrender of the bill of lading.

e—Order of James Brown, notify John Smith. Delivery must be made to John Smith on surrender of the original bill of lading bearing the endorsement of James Brown, unless the bill of lading is endorsed to the order of some other party, in which case the delivery must be made to that party upon his endorsement and surrender of the bill of lading.

f—Should the bill of lading be presented by any other than the party "To be notified," and be without endorsement other than that of the party

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TRACER FOR DELAYED FREIGHT.

To Freight Agent.....**Railroad,**.....**Station:**

The following consignment shipped by.....
Name of Shipper.

to..... **of**.....
Name of Consignee. Destination.

Is reported not delivered. My Waybill No......**dated**.....

Car No. and Initials.....**Routed via**.....

Articles.....

.....

INSTRUCTIONS.

1.—This form should only be used for tracing shipments, which shippers claim have not been delivered to consignee, sufficient time having elapsed for freight to reach destination.
2.—Agents must not send out tracers immediately following date of shipment.
3.—Do not trace by wire unless absolutely necessary.
4.—Do not hold tracer awaiting arrival of property or return it through rebilling agent.
5.—If short, give reference to short report and any information noted on waybill.

☞SPECIAL:—Forward this tracer direct to station on which this shipment is waybilled. Agents at rebilling stations will show their waybill reference, in the space below, and forward tracer until it reaches destination agent, who will please return tracer DIRECT to agent of railroad originating it, showing arrival and delivery of the freight.

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Date.....190..... .....Agent.....Station.

TRANSFER REFERENCE TO C. L. AT REBILLING STATION.	REBILLING AGENT PLEASE SHOW WAYBILL REFERENCE HERE					
	WAYBILL		CAR		WAYBILLED TO	ROUTING
	DATE	NUMBER	INITIALS	NUMBER		

To Freight Agent at.....Station,.....190.....
Date.

Shipment described above

Yours truly, ...Agent.

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7103

TRACER NO. 10

Dixon, Ill., 6-26, 190 *6.*

Smith,

Agent,

Clinton, Iowa.

DEAR SIR:

Please reply to inquiry checked below, and return this sheet to the undersigned.

Forwarded from *Dixon, Ill.,* to *Clinton, Iowa.*

Way-Bill *63* Date *6-15* Car *9560* Train *97*

Contents *Coal*

Consignee *Jones & Co.*

Destination *Clinton, Iowa*

Routed via *C. & N.-W. Ry.*

Please advise date and hour of delivery to connecting line

Please advise date and hour of delivery to consignee *at once*

Please advise date of delivery to this Company

Request connecting line to rush shipment forward and advise delivery to consignee

Advise forwarding with train number

Advise as to routing East and via what junction billed

Yours truly,

C. W. Jones.

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to whose order the shipment is consigned the agent must require the endorsement of the party entitled to receive the property.

Order shipment for flag stations. An "Order" shipment must not be waybilled to a point at which there is no freight agent.

Changing straight consignments. A straight consignment must not be changed to an "Order" shipment except by permission of an official of the freight department.

Allowing inspection of freight billed to order. The inspection of freight billed to order may be permitted under the following conditions: On presentation of the original bill of lading. On a written order from the party to whose "Order" the freight is consigned authorizing such inspection, which order must be filled by the agent. When the waybill contains such authority. By authorized inspectors of the commercial exchanges.

When bill of lading is accomplished. After the freight has been delivered, the words: "Accomplished (date.....19..) must be written or stamped across the face of the bill of lading, which must be kept on file. Accomplished bills of lading must not be loaned or copies issued except by authority of the freight department or the auditor of freight accounts. When such authority is given the form of receipt to be taken will be prescribed.

Abbreviations not to be used. Abbreviations such as C/o for "Care of" and O/o for "Order of" must not be used on bills of lading or waybills.

Waybills for order shipments. On a waybill for freight shipped to "Order" the word "Order" should precede the name of the party to whose order the freight is consigned.

OVER, SHORT, BAD ORDER, ASTRAY AND DAMAGED FREIGHT.

Reports to be made to freight claim agent. Reports regarding over, short, astray or damaged freight must be made on the proper form, and in accordance with instructions found thereon, to freight claim agent.

Reporting exceptions on inbound billing. Exceptions found on inbound billing, either as to the condition of freight or the quantity received, regardless of whether the billing is local or interline, must be promptly reported on by receiving agent on the proper forms. These exceptions must be noted on original waybill, except on interline billing passing to foreign lines. All notations appearing on waybills made after leaving billing office must be shown on the exception report.

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Notations on original freight bills. Over, short and bad order notations must not be made on freight bills unless demanded by the consignee.

Record of over, short and damaged freight. Exceptions as to either as to condition of freight or quantity received must be specifically recorded in the over, short and bad order book. They must also be shown on freight received record.

OVERS.

Reporting overs. When a shipment is received without waybill, or when the number of articles received are in excess of the number shown on waybill, agents must make report on proper form. (See over.)

Report of perishable freight over. Perishable freight over must be reported by "wire" in addition to the regular report and immediate disposition obtained. If there is danger of loss by delay, sell at once for and account of owner, and notify the freight claim agent of the action taken.

Over accounted for. When a disposition is obtained for a shipment reported "Over" agents must send an "Over Accounted For" report.

Reporting "overs" in detail. When freight checks over in a consignment the number of packages billed and the number of packages received must be reported. When freight checks over without billing, the size, shape, weight and contents of the articles, including marks of every description must be reported. Agents are authorized to open and examine packages whenever it is necessary to do so in order to accurately report the contents. If agents are in possession of any information as to shipper or consignee (such as conjecture as to consignee from initials on boxes etc.) it should be shown on report.

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FORM 414

Through and Daily Rail Road Co.

FREIGHT CLAIM DEPARTMENT.

Number.....

OVER.M

..... **Station**

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F91

Agent's No. 143

OVER

F. C. D. No. 24648

REPORT OF ARTICLES OVER

At *Marengo, Iowa* Station, *May 10,* 190*6*

Billed from	Route and Junction Point	W. B. Date	W. B. Number	Car Number	Initials	Train	Conductor
Des Moines		*5-9*	*1246*	*8246*	*C. R. I. & P.*	*92*	*Black*

Billed to *Marengo* Consignee *John Smith* Destination *Marengo, Iowa*

ARTICLES BILLED	ARTICLES OVER (Give Full Particulars)
40 Sacks Flour	*1 Sack Flour*

SEAL RECORD

Side Door	Side Door	End Door	End Door
4446	*77789*	*Cleated*	*Cleated*

INSTRUCTIONS

If car was set out, give seals on ALL doors; if not set out give seals BROKEN ONLY.

The initials as well as characters and all impress ons and numbers on FOREIGN SEALS must invariably be shown.

RECEIVING AGENT FILL OUT FULLY

1. Was this car left at your station? *No.*
2. Was it taken through on train? *Yes.*
3. Give actual weight of articles over *48 Pounds*
4. Does consignee hold a Bill of Lading? If so, give date of same and say by what road issued; if not, give date of invoice

FORWARDING AGENT FILL OUT FULLY

1. Was this an error in billing? *Yes.*
2. Have you adjusted it? *Yes.*
3. Give full explanation *Changed billing to read 41 Sacks*

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May 10, 1906

5. Give shipper's name and full address *Thannon & Mott Mills Co.*
6. Can you say where car was loaded? *Des Moines, Iowa*
7. Have you forwarded shipment to destination? *C. W. Jones*

Receiving Agent.

C. H. Gordon

Forwarding Agent.

IMPORTANT INSTRUCTIONS

Every effort possible must be made by Agents to ascertain from what station shipments are from, and also shipper's name and address. Inquiries must be made by you of consignees, if necessary, to secure information. Shipments over without marks should be carefully examined and full information given. Shipments plainly marked should be forwarded to destination by first train, D. H. Estray, IN ACCORDANCE WITH SPECIAL INSTRUCTIONS CONTAINED IN F. C. A. CIRCULAR NO. 1, EXCEPT shipments of PERISHABLE FREIGHT, which must be reported to this office BY WIRE AT ONCE, and instructions will be given you.

Reporting perishable freight by wire does not relieve you from making a regular mail report in addition. Form 1501 must be sent in immediately an over is adjusted. Make one copy of this report and send to Freight Claim Agent by first mail.

FORWARD TO FREIGHT CLAIM DEPARTMENT WITH REGULAR OVER REPORT

OVER REPORT

Agent's No. *143* **F. C. D. No.** *24648*

Billed from *Des Moines* Date *May 9* W. B. No. *1246* Car No. *8246* Initials *C. R. I. & P.*

Consignee and Destination (Give all marks)	Articles Over	Description and Probable Value
John Smith	*1 Sack Flour*	*$1.00*

Date of Report *May 10, 1906* Name of Station *Marengo, Iowa*

THIS STUB MUST NOT BE COPIED

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OVER FREIGHT ACCOUNTED FOR.

.....Station, on the.....R. R.....190.....
(Name of Station and State)

I have this day forwarded to.....Station

on.....waybill, the following freight:.....

.....

marked .....

Reported over by me.....190.....

My Over Report No..... Your No.....

.....Agent.

When freight has been reported over and Waybills subsequently received therefor, insert such fact in place of "Forwarded to," etc.
Always show the station from which you receive billing.
Agents must send this report to Freight Claim Office when Over Freight is accounted for.

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Over in Car .....

Initial .....

Marks .....

.....

Destination .....

.....

From .....

Shipper .....

Articles Weight

Date ..... 190....

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SHORTS.

Reporting shorts. When the number of packages received in a consignment is less than the number waybilled, make report on proper form. If necessary notify the freight claim agent by wire in addition to this report. A separate report for each consignment checking short should be made.

Reporting shortage on waybills received by mail. When waybill is received by mail and freight covered by same has not been reported over, send short report as soon as car is or should be received.

Short freight accounted for. When the freight reported short is received, or the shortage is adjusted by a correction in the billing, send a "Short freight accounted for" report.

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FORM 413.

Through and Daily Rail Road Co.

FREIGHT CLAIM DEPARTMENT.

NUMBER 147

SHORT.

Marengo, Ia. STATION.

Claims are numbered, beginning with the first of the year.

Should agent promise the payment of claims? They are forbidden to make any promises unless especially authorized.

What records should agent keep of claims? A complete record of claims sent to the Freight Claim Agent, who acknowledges receipts and gives the Freight Claim office number, usually, which should be recorded on agent's record.

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Agent's No. 147 F. 92. F. C. D. No. ____

REPORT OF ARTICLES SHORT.

At *Marengo, Ia.*, Station *May 1,* 190*6.* Date Shipment was Received *May 3,* 190*6.*

Billed from	Route and Junction Point.	W. B. Date.	W. B. Number.	Car Number.	Initials.	Train.	Conductor.
Altoona, Ia.		*4 29*	*40*	*13860*	*C.R.I.& P.*	*92*	*Black.*

Billed to *Marengo, Ia.* Consignee *Crawford & Co.* Destination *Marengo, Iowa.*

Articles Billed.	Articles Short.
1 Settee.	*1 Settee.*
4 Bx. H. H. G.	
6 Kitchen Chairs.	

Seal Record.

Side Door.	Side Door.	End Door.	End Door.
4660	*5550*	*Fastened.*	*Fastened.*

INSTRUCTIONS.

If car was set out, give seals on ALL doors; if not set out, give seals BROKEN ONLY.

The initials as well as characters and all impressions and numbers on FOREIGN SEALS must invariably be shown.

RECEIVING AGENT FILL OUT FULLY.

1. Was this car set out at your station? *Yes.*
2. Was it taken through in train? *No.*
3. Show all transfers (give dates) *None.*

From car ____ to car ____ at ____

From car ____ to car ____ at ____

FORWARDING AGENT FILL OUT FULLY.

1. Was shipment loaded as billed? *Yes.*
2. What car loaded in? *13860*
3. Did you load any similar shipments in this car; if so, for what points? *Yes.*

Mitchellville and

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4. **Does consignee claim shortage?** *Yes.*

5. **Was car thoroughly searched for the missing freight?**

6 **Give all notations on way-bill**

None.

C. W. Jones,

Receiving Agent.

Grinnell.

4. **If error in billing, give particulars and instructions:**

C. H. Gordon,

Forwarding Agent.

IMPORTANT INSTRUCTIONS.

If freight checks short from passing train, Agents must protect themselves by requiring conductors to make proper notations on W. B. and signing same.

Form 412 must be filled out and IMMEDIATELY forwarded to Freight Claim Agent when shortage has been adjusted.

Agents will make ONE COPY of this report, sending to Freight Claim Agent by FIRST MAIL.

FORWARDED TO FREIGHT CLAIM DEPARTMENT WITH REGULAR SHORT REPORT.

Agent's No. *147.* **SHORT REPORT.** **F. C. D. No.** *46482.*

Billed from *Altoona, Ia.* **Date** *May 1.* **W. B. No.** *40.* **Car No.** *13860.* **Initials** *C., R. I. & P.*

Consignee and Destination.	Articles Short.	Description and Probable Value.
Crawford & Co.,	*1 Settee.*	*$4.00*
Marengo, Iowa.		

Date of Report *May 3d.* **Name of Station** *Marengo, Iowa.*

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Agent's No. 40

ADJUSTMENT OF FREIGHT SHORT

At *Commerce, Iowa* Station *May 10* 190*6*

Billed from	Route and Junction Point	W. B. Date		W. B. No.	Car Number	Initials	Train	Conductor
Des Moines	*Main Line*	*May*	*9*	*100*	*146*	*C.R.I. &P.*	*93*	*Smith*

Consignee *Parsons & Co.* Destination *Commerce, Iowa*

The following freight reported SHORT by me on *May 9* (date) was this day received from *Van Meter* W. B. No. *10* Date W. B. *May 10*

ARTICLES REPORTED SHORT.

1 Sack Peanuts

INSTRUCTIONS.

State below whether freight is in good order or not. If shortage was caused by error in billing, so state, and say by whose order billing was corrected. This form must be mailed to Freight Claim Department IMMEDIATELY a SHORT is adjusted.

REMARKS:

Received in good order.

C. W. Jones, Agent.

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BAD ORDER FREIGHT.

Reporting bad orders. Shipments which appear to be in bad order at destination or point of delivery to foreign road must be at once weighed or contents counted or measured, according to the character of the freight, and actual weight and conditions reported on the proper form.

Reporting perishable freight in bad order. When perishable freight is checked in bad order, special and immediate attention must be given to arrest damage. No agent will be excused for allowing property to waste on his hands. If necessary, sell to the best advantage in order to protect the company's interests and advise the freight claim agent.

Describing damage. The term "Bad Order" or "B. O." must not be used in describing the condition of freight; exceptions must be specific and fully cover the damage.

Form 415

Through and Daily Rail Road Co.

FREIGHT CLAIM DEPARTMENT.

NUMBER 19

BAD ORDER.

Metz, Ia. STATION

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Form 415 F. 94

Agent's No. 19. F. C. D. No. 2782.

BAD ORDER.

REPORT OF ARTICLES IN BAD ORDER.

At *Metz* Station *May 5,* 190 *6.*

Billed from	Route and Junction Point.	W. B. Date.	W. B. Number.	Car Number.	Initials.	Train.	Conductor.
Altoona.		*5 | 11*	*10*	*2819.*	*C.,R.I.&P.*	*92*	*Tisdale.*

Billed to *Metz.* Consignee *Sheldon & Co.* Destination *Metz, Iowa.*

Articles Received in Bad Order.	Actual W'g't Received.	W'g't Billed.
10 Sacks Flour.	*540*	*550*
5 10-lb. Sacks Corn Meal.		
R. W. W.		
Paper Sacks.		

Seal Record.

Side Door.	Side Door.	End Door.	End Door.
4399		*None.*	*None.*

INSTRUCTIONS.

If car was set out, give seals on ALL doors; if not set out, give seals BROKEN ONLY.

The initials as well as characters and all impressions and numbers on FOREIGN SEALS must invariably be shown.

AGENTS WILL REPLY TO ALL INQUIRIES BELOW CAREFULLY AND COMPLETELY.

1. Was car set out at your station? *No.*
2. Was it taken through in train? *Yes.*
3. Was shipment transferred en route? *No.*
4. Show all transfers (give dates) *None.*

From car ____ to car ____ at ____

From car ____ to car ____ at ____

8. Was shipment billed O. R. Rel.? *Yes.*
9. If shipment was broken, state whether broken portions were found in car. *Found Broken in car and entire contents spilled.*
10. Was the brake an old or a new one? *New.*
11. Give notations on W. B., which relate to B. O. fully: (This is not intended to include notations made at destination.)

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5. **When did you first notice bad order?** *Unloading.*

6. **State fully what the damage consists of**
1 Sack corn meal broken
and contents spilled over
car. Too dirty to pick up.

7. **State how it was loaded, what position it occupied, whether in proximity to other freight which might have caused damage; if so, what?** *With Flour.*

None.

12. **How, in your opinion, did damage occur?**
Unknown.

C. W. Jones,
Receiving Agent.

IMPORTANT INSTRUCTIONS.

Make but one copy of this report, and send it to the Freight Claim Agent by first train.

When freight checks in bad order from passing train, Agents must protect themselves by requiring conductors to make proper notations on W. B., and signing same.

Agent's No. *19.* **BAD ORDER REPORT.** **F. C. D. No.**

Billed from *Altoona, Iowa.* **Date** *May 5.* **W. B. No.** *10.* **Car No.** *2889.* **Initials** *C., R. I. & P.*

Consignee and Destination.	Articles Damaged.	Nature and Extent of Damage.
Sheldon & Co.,	*Sack Corn Meal.*	*Broken open and spilled.*
Metz.		

Date of Report *May 5.* **Name of Station** *Metz, Iowa.*

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REPORT OF REFUSED OR UNCLAIMED FREIGHT.

Cedar Rapids, Iowa Station, *May 9,* 190*6*

Mr. Chas. T. Smith,
Freight Claim Agent, Chicago, Ill.

Agent's Tracer No. *6*

Freight Claim Department Tracer No.

The following freight shipped from *Kalamazoo, Mich.,* as per (Station) *Cedar Rapids,*
(Route) *Ill. Cent.* Way-Bill No. *10* dated *April 21,* 190 *6,* in *I. C.*
Car No. *1064* consigned to *Smith & Jones*
remains at this Station* *Refused* charges due thereon, $ *12.46*
Article: *1 Kitchen Range.*

*STATE IF REFUSED OR UNCLAIMED.

REMARKS OF AGENT.

1. Date of arrival *April 28th.*
2. Was written notice sent to consignee, and on what date? *Yes, May 1st.*
3. If refused give cause of refusal *Not according to specifications ordered.*
4. Give name and address of shippers, or explain why you can not do so *Kalamazoo Stove Co.*
5. What offer, if any, has consignee made to accept? *None.*
6. Give other particulars *None.*

AGENT.

INSTRUCTIONS.

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1. IMMEDIATELY upon receiving notice of the REFUSAL of CARLOAD freight of any description: or the REFUSAL of any shipment of PERISHABLE FREIGHT, or freight which is liable to be damaged while in your possession, a report must be made to this department BY WIRE. Similar shipments which are UNCLAIMED must also be reported to this department BY WIRE, and in EVERY instance of the kind your wire report must be followed by a mail report on this form by first train.

2. Upon receiving notice of the REFUSAL of shipments OTHER than described above, or in case shipments have been on hand UNCLAIMED for fifteen days, you will fill out this form and mail same to Freight Claim Agent without delay, stub of report to be detached by Agent and pinned to expense bill covering shipment. WHEN SHIPMENT IS FINALLY DISPOSED OF THE STUB OF REPORT WILL BE SENT TO THIS OFFICE with full advice as to method of disposal.

3. All shipments not called for at once must be examined, and if found to be marked for some other place, or if other reasons exist for believing freight to be at the wrong destination, make unclaimed report, giving full particulars.

4. If lack of room, or inability to handle, prevents the unloading of freight, show that information in your report, giving full reasons for not unloading the goods and UNUSUAL EFFORTS will be made to effect disposition.

5. The stub of this report must be filled out as completely as possible at time report is made, and should be attached to expense bill covering shipment to which it refers. When shipment is disposed of, the stub must be completed and mailed to this office on first train. No excuse will be accepted for neglect in this particular, as prompt receipt by us of advice of delivery of shipments reported as refused or unclaimed is as important as prompt receipt of the original report. Be sure that stub shows number and date of original report.

This Stub to be Detached and Retained by Agent Until Shipment is Disposed Of.

PIN STUB TO EXPENSE BILL.

Name of Station *Cedar Rapids, Ia.,* Agent's No. *6* Date issued *May 9,* 190 *6*

Billed from *Kalamazoo, Mich.* Date *April 21* W. B. No. *10* Car No. *1064* Initials *I. C.*

CONSIGNEE AND DESTINATION	ARTICLES	CAUSE OF NON-DELIVERY
Smith & Jones	*1 K Range*	*Refused*

CHAS. T. BANKS,
Freight Claim Agent,

The above described shipment has this day been disposed of by being *Returned to Consignor*

C. W. Jones,
AGENT.

NO EXCUSE WILL BE ACCEPTED FOR NEGLECT OR DELAY IN SENDING IN STUB.

May 11, 1906. Date.

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REFUSED OR UNCLAIMED FREIGHT.

If freight is refused by consignee on account of alleged damage, deficiency, overcharge, or for other causes, agent should endeavor to obtain refusal and reason therefor in writing and report full particulars on proper form.

UNCLAIMED FREIGHT.

If freight is not delivered within fifteen days from date of arrival agents will request disposition on proper form.

Perishable, refused or unclaimed freight. When perishable freight is refused or delivery is doubtful, agent must report to freight claim agent immediately by wire. No agent will be excused for allowing freight to waste on his hands. If necessary sell to the best advantage and report full particulars.

CHECK REPORTS.

In checking freight from cars special attention must be given the marks and description of freight. When the marks differ from billing as to name of consignee or destination hold the shipment and wire billing agent for instructions. If the freight is of a perishable nature and there is danger of loss by delay sell at once and report full particulars to freight claim agent. Difference in marks or description of packages must be reported on proper form.

Exception reports received on interline billing. Agents receiving freight from foreign line covered by interline waybill, on which exceptions are taken, will make notation on the waybill fully covering exceptions and make report to agent of delivering line. A complete record of the exceptions must be kept in the over, bad order and short book.

Exception reports on freight delivered on Interline billing. Agents delivering freight to foreign lines covered by interline billing will report on proper blank all exceptions noted as outlined in various paragraphs throughout over, short damaged, and bad order.

Forwarding over or astray freight plainly marked. Agents will be governed as follows in handling and disposing of freight in less carloads which check *over* provided same is plainly marked with name of consignee and destination. Forward same to destination at once as shown by marks, marking a regularly numbered waybill for same showing in consignor column initial and number of car unloaded from and station received from, when known. In weight column, actual weight. In the freight column, notation: "Free astray" and in the body of the waybill, notation: "Deliver

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only on presentation of the original bill of lading." When freight is destined to points beyond your local line waybill to or via (according to through filling arrangements the nearest junction point to final destination. An over report must be promptly issued in each case stating what disposition has been made of freight.

If the freight received without waybill does not bear any marks indicating ownership or point of destination, hold it and make out the usual over report. When agents receive astray freight covered by a waybill bearing notations as above provided for, if no regular waybill has been received they must demand the original bill of lading before making delivery, and in the event that it cannot be produced ascertain name of shipper and point of origin, and make request for disposition on the regular blank provided for the purpose.

In reporting waybills for astray freight receiving agent must note on the astray waybill, reference on the waybill on which weight and charges are to be found, and on regular waybill, reference to the waybill which freight was received. If no regular waybill has been received insert the point of origin in the consignor's column on the astray waybill, and add sufficient revenue to protect the tariff rate from the point of origin. When the regular waybill is subsequently received it should be taken into account, and the charges on the astray waybill cancelled by waybill correction. Junction agents receiving astray freight from connecting lines will promptly forward freight as consigned.

Overs. An "over" blank which shows waybill record, seal record, consignee, destination, and description of articles, together with questions relating thereto, must be sent in at once for all shipments *over* at your station. Blanks must be used in full, showing all the information obtainable. If goods are marked to some other station and you have no waybill covering same, "over" must be made out together with "over accounted for," which is a blank showing the waybill which covers an "over." Then goods must be billed to proper station as follows:

Consignor.	Consignee Destin.	No. Art.	Descpt.	Wgt.	Rate	Adv.	PPd.	Frt.
X. L. R. R. Co. mkd. J. Brown, Cleveland, O.	*Agt. X. L. R. R. Co. mkd. C. Carrol, Columbus, O.*	*1*	*Keg sauer K.*	*50*		*"Over on su Origi*	*" Del rrend nal*	*. only er of B / L.*

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Agent at Columbus, Ohio, reporting the above waybill, will endorse on the face of same the number, date, etc., of regular waybill covering, and when reported. If, however, the original waybill from Cleveland to Columbus has been lost, agent at Columbus will add charges on the above waybill and take into account.

If some article is over at your station on a regular waybill, "over" must be made, and when additional waybill covering same is received, or if "over" is accounted for in any way, "Over Accounted for" must be sent in.

CONCEALED LOSS.

When freight is delivered in apparent good order and the consignee claims either a concealed loss or damage, a report must be made on the regular blank, and a notation made to the effect that the report is *based on the consignee's check.*

Monthly report of over freight. All over freight on hand on the last day of the month must be reported to the auditor of freight accounts on proper form. This report must be made from an actual examination of the freight on hand and must not be taken from a previous report.

FREIGHT CLAIMS.

All claims to be handled promptly. Freight claims should meet with no delay at the hands of any employe or agents. Conductors and others should see to it that claims are not held in their possession longer than is absolutely necessary. In no way can the interests of the company be served, or its good reputation held up better than by prompt handling and settlement of claims.

Agents must not promise payments. Agents are not authorized to promise payment of any kind of claims by the company.

Claims to be referred to freight claim agent. All freight claims with full particulars must be promptly referred to freight claim agent accompanied with original bill of lading, shipper's receipt, original freight bill, and an itemized statement or bill from claimant. If the original freight bill cannot be obtained, or if the shipment is destined to a station beyond your own company's route, a copy of billing must accompany the papers.

Agents to keep a perfect record of all claims. Agents should keep a complete record of all claims and note on record the freight claims agent's number when advised.

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Claims for overcharge. Claims for overcharge must state wherein it exists. If in rate, authority for rate claimed must be given. If the overcharge is in weight the original invoice or a certified copy and the destination weight certified will be required.

Loss or damage claims. Claims for loss or damage must be accompanied by the original invoice or a certified copy including the number and date of exception report, and any additional information that may be of service in disposing of the claim.

Concealed loss claim. If the claim is for a concealed loss or damage to freight delivered in apparent good order it must be accompanied by original invoice or certified copy and affidavits of both the shipper and consignee showing the condition of the freight when delivered to and received from the company.

Total damage. When claim is made for full value of damaged freight it must remain in the possession of the company until disposition is furnished.

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FREIGHT CLAIM BLANK.

.....Station, ... 190

.....

Auditor Freight Accounts.

.....

DEAR SIR:

Herewith claim presented by .....

For* ..... **on shipment of** .....

from ..... **to** ..... **amount $** .....

DATE		WAYBILL	CAR	ARTICLES	WEIGHT	FREIGHT		ADVANCES	

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Remarks: (Give brief statement of facts.) _____

If the freight is Short, Damaged or Refused give reference to your report to Auditor of Freight Accounts Office, also A. F. O. Number.

Short No.

Bad Order No.

Disposition No.

Date 190

Yours truly,

My Claim No. _____ _____ **Agent.**

***AGENTS MUST REFER TO APPROPRIATE RULE ON BACK OF THIS SHEET AND COMPLY FULLY THEREWITH, BY PROCURING ALL DOCUMENTS AND GIVING ALL INFORMATION REQUIRED BY THEM.**

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INSTRUCTIONS REGARDING CLAIMS.

1. Agents are not authorized to promise payment of any claim by the Company.

2. ALL CLAIMS WITH FULL PARTICULARS MUST BE REFERRED TO AUDITOR FREIGHT ACCOUNTS BEFORE PAYMENT, ACCOMPANIED BY ORIGINAL BILL OF LADING OR SHIPPING RECEIPT AND ORIGINAL FREIGHT BILL.

3. Agents should keep a complete record of all claims sent by them to the Auditor Freight Accounts, and note on the record the claim number when advised

OVERCHARGES.

4. Claims for overcharges must state wherein it exists. When special rates are claimed, give reference in full. If shipment is from your station to a point off our line, not covered by through billing, attach copy of your waybill. If through billed the original freight bill will be sufficient. If overcharge is in weight or quantity, original invoice and certificate of agent at destination, as to weight or quantity received, will be required.

LOSS OR DAMAGE.

5. Claims for Loss or Damage, or property billed and not received, must be accompanied by original invoice, and all the papers and statements necessary to support the claim. If the claim is for damage which was discovered on receipt of the property, a statement must be attached, showing that a thorough examination was made as to the condition of the packages, and extent and probable cause of the loss or damage.

CONCEALED LOSS OR DAMAGE.

6. If the claim is for a concealed loss or damage to property which was delivered to consignee in apparent good order, it must be accompanied by the AFFIDAVITS OF BOTH THE SHIPPER AND CONSIGNEE as to condition of contents previous and subsequent to shipment, as well as other necessary papers.

LEAKAGE.

7. Claims for loss by leakage must be accompanied by original invoice and a a plain statement of the agent as to his knowledge of the facts connected with the loss. Claims of this kind are entertained only when there is evidence of neglect or bad handling on the part of the carrier.

TOTAL DAMAGE.

8. When full value of property is claimed, agent must retain possession of it and promptly report to Auditor of Freight Accounts estimate of its worth with required papers.

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F 88

Marengo, Iowa Station. *April 4,* 190*6.*

MR. JAMES BROWN,
Freight Claim Agent,
Chicago.

Station Claim No. *14*

F. C. Dep. Claim No. *46128*

DEAR SIR:

Herewith I hand you claim in favor of *John Smith* residing at *Marengo, Iowa* for * *Damage*

on shipment. { Kind of Freight } *Flour* amount claimed *$1.48*

C. W. Jones, Agent.

***The character of the claim must be entered here, as "Loss," "Damage," "Drayage," "Switching," "Overcharge," "Demurrage."**

INSTRUCTIONS REGARDING PRESENTATION OF CLAIMS.

Under no circumstances can a claim covering a shipment which moved over this line be handled unless either the freight bill or a copy of the way-bill is attached to the papers.

Before Claims are forwarded to this department one of these forms must INVARIABLY be filled out by agent and attached to the claim papers; attach it so it will be the TOP document. These papers necessary to constitute a claim must be attached or their absence fully explained.

The following papers are necessary for a Loss or Damage Claim: The Original Paid Freight Bill, the invoice showing the cost price of the goods in question, the Bill of Lading, a bill from Claimant, ITEMIZED, and showing in DETAIL how the amount of bill is arrived at, and a copy of the Short or Bad Order report. In cases where the amount of claim represents REPAIRS, the receipted bill of the party who made such repairs, must be attached. Where Claimant POSITIVELY refuses to allow the original invoice to leave his hands, agent must PERSONALLY examine same and be able to certify positively that claim is made on the correct invoice price of goods, otherwise claim cannot be entertained. When claims outside of the ordinary class arise, agents must write a letter setting forth in a full and comprehensive manner all the facts and details concerning it.

Claims for overcharge must consist of the Original Paid Freight Bill, Bills of Lading and a statement showing how amount claimed is arrived at, and in cases of overcharge in weight the original invoice or other indisputable evidence of the incorrectness of billed weight. If the overcharge is not clearly apparent, claims must be accompanied by a letter setting forth all the facts in the case, and in ALL CASES agents must aquaint us of any information of which they may be possessed which will be of assistance to us in the investigation and settlement of claims.

By having ALL THE NECESSARY papers as explained above, attached before the claim is sent to this department, all unnecessary delay will be avoided and prompt settlement greatly facilitated, and unless such papers ARE attached, the claim will be returned to agent with a request to supply the deficiency, and such neglect on the part of an agent will be considered as cause for reprimand.

All agents should number the claims that are presented through them. This form is printed with COPYING INK and an impression copy should be taken and the Freight Claim Department Number entered on the tissue copy as soon as received from that office.

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STATION RELIEF CLAIMS.

When to make claim for relief. If freight does not arrive within thirty days after receipt of the waybill agents will make application on the proper form for relief of freight charges.

Agents to state reasons for asking relief. In presenting claims for relief, agents must state clearly on what grounds they are entitled to relief and give full particulars.

Method of making claim for relief. Each application for relief should cover but one shipment or consignment, except where there is more than one shipment of the same class of freight from the same point and covered by the same reason; under these conditions one application should cover all the shipments on which relief is desired.

Quoting claim number. Always quote the freight claim agent's number when making inquiries, or in any other correspondence pertaining to unadjusted relief claims.

When relief claims must not be made. Agents must not make application for relief of charges for which they have requested disposition until such time as they receive special instructions to do so.

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Form 788. 144 (A)

Through and Daily Rail Road Company.

Marengo, Iowa Station, *May 10,* 190 *6*

AGENT'S APPLICATION FOR RELIEF OF FREIGHT CHARGES.

Freight Auditor:

Dear Sir: This station stands charged as below upon the following way-bills, for which relief is desired.

Yours truly

W. H. Smith, Agent.

AS CHARGED					AS COLLECTED		
Date.	Way-Bill.	Station From	Weight.	Charges	Weight.	Charges.	Amount for which Relief is desired.
May 10	*10*	*Chicago*	*500*	*$1 00*	*400*	*80*	*20*
				Total Amount for which Relief is desired.			*20*

Reasons for claiming credit: Claim No. *8648*

Overweight 100 pounds

Examined and Correct:
H. S. Penny
Chief Clerk.

Approved:
J. P. Whaling
Freight Auditor.

Credit Station Account for month of *May* 190 *6.*

Special Credit Letter No. *4668*

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INSTRUCTIONS TO AGENTS.

If freight does not arrive within thirty days after receipt of way-bill, agents will make application on this form to the Freight Auditor for relief of the charges thereon.

This form will also be used by agents in making application for relief, as prepaid charges account milling in transit, authorized demurrage claims and miscellaneous amount due to the station.

In presenting claims for relief, agents must state clearly upon what grounds they are entitled to relief, and give full particulars as desired.

Agents must not make application for relief of charges on shipments for which they request disposition, until such time as they receive special instructions to do so.

Always quote the Claim Number when making inquiries or in other correspondence pertaining to unadjusted relief claims, and carry the claim on your uncollected report to Auditor until relieved.

Agent's application for relief of charges must be made covering shipments which for any reason have been delivered without full amount of charges, as billed, being collected. For instance, weight may have been over-estimated when billed and charges reported, but found to be incorrect upon delivery. A blank is then filled out, giving number and date of way-bill, where from, weight and charges as billed and as collected, showing amount for which relief is desired. If Freight Auditor finds amount correct, credit letter will be issued. If shipment arrives at your station and has charges which are refused, after being held a reasonable time, if it develops that goods are worthless or not worth total charges, a "Claim for Relief blank" should also be sent in, stating all particulars.

Accounting for icing charges. The amount charged for ice furnished refrigerator cars, on carload shipments, must be accounted for on balance sheet, under head of Storage, Switching, etc., by the agent at icing station, and detailed report on proper form rendered to General Auditor, showing card and waybill on which the shipment is moved, quantity of ice furnished, rate, and amount.

When shipper wishes to pay charges for icing cars, the agent at shipping station must make notation over his signature on the original waybill "Re-ice at————————————and expense on me," in which case the agent at icing station must make a waybill on the shipping station for the amount as "advanced charges" or if the ice is to be paid for at desti-

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nation, the agent at icing station must make notation on the original waybill on which shipment is moved, showing the amount of icing charges to be collected for him from consignee, in addition to other charges against the shipment, and must make waybill on agent at destination of original waybill, for such amount as advanced charges.

SEALING AND FASTENING.

The object of seal records. The seal record is established for the purpose of keeping an exact account of all fastenings on all cars from and to which freight is handled.

What record should show. It must show the disposition of every seal with which station has been supplied.

Record of seals received; disposition of defective ones. When a new supply of seals is received agents should make a record of the commencing and closing number; also date received, and satisfy themselves that all the seals with which their station is charged have been received and are in good order. If a defective seal be found send it to the freight claim agent, giving reference to the requisition on which it was received.

Train employes' instructions. Train employes are not allowed to break seals, except when freight is to be unloaded at a flag station; then the broken seals must be delivered to the agent at the station at which they next stop, who will reseal the car and make proper record.

Discovery of broken or defective seals. If a broken or defective seal or fastening is discovered the car must be properly sealed as soon as possible and the station show exact condition when received and when forwarded.

Record of car fastening to be complete. In making a record of the fastening on a car, examine the seals on all doors and take a record of all the marks and records on the seal impressions. If any irregularities are observed make proper record in the station seal record book and report them to freight claim agent.

Seals during process of loading. When seals are used to protect the contents of a car during the process of loading or unloading, make proper record in the station seal book and note to the freight claim agent.

All seals to be removed from a car made empty. If a car is made empty all seals should at once be removed, and if an empty car is received with seal intact remove the seal and report the fact to the freight Claim Agent.

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Station record to be taken by station employes. The station record of seals broken and applied must be taken by a station employe.

Agent responsible. The agent will be held personally responsible for the proper handling and safe keeping of all seals, presses, and seal records entrusted to his care.

Use of press. The sealing press must not be used for any other purpose than sealing cars.

Loss of seals. If seals are lost or stolen report the number of the seals and the circumstances to the freight claim agent.

How to use sealing press. In applying the sealing press use sufficient force to completely compress the copper rivet, so that any tampering with the seal can be easily detected.

Fasten all doors. Before loading an empty car see that the end doors are cleated or securely fastened on the inside. When the loading is completed seal the side doors and make a record of all the fastening.

Remove defective seal and reseal car. Should a defective or imperfectly applied seal be discovered, remove it at once, reseal the car and make a record of the seals. Send the defective seal to the freight claim agent, advising the number of the car from which it was taken and the date.

Cars not necessary to seal. All loaded cars having doors must be sealed, except those containing horses, mules, cattle, sand, gravel, clay, soft coal, ties, cinders, bridge timber, rails, riprap, building stone and wood. In loading hogs or sheep see that the end doors are securely fastened.

Doors may be cleated open on shipper's request and risk. Freight requiring ventilation, or which may be liable to damage by heating in transit may be forwarded with doors cleated open at shipper's request in writing specifying, as a consideration, that contents are wholly at owner's risk of loss by fire or weather. If freight is from connecting line instruction on transfer bill or interline waybill will govern.

Seals on cars from connecting lines. Cars received from connecting lines bearing legible seals properly applied must not be resealed unless it is necessary to open the car. In examining seals on cars received from connecting lines be careful to make a record of all marks and impression on the seals.

Seal record is a book kept to show the number and other marks on seals of cars opened at your station, the initials and number of cars, what train and name of conductor, why opened and the number of seals you used to seal up the car. When cars are set out at your station, the seal number

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IMPORTANT INSTRUCTIONS.

Agents and other employees whose duties require them to handle seals or make Seal Records or Seal Reports must familiarize themselves with the rules governing the system, as shown in the Agent's Seal Record Book, and must conform to such rules without deviation.

Bear in mind that all spoiled, defective, and illegible seals, and seals used for protection at stations, must be enclosed with the report in which their numbers are shown.

Spoiled and defective seals and seals used for protection must be enclosed in a separate envelope and this envelope **pinned** to the Seal Report, otherwise we cannot handle safely.

AGENT'S DAILY WEATHER REPORT

_____STATION,

_____ 190__

The weather conditions for the period covered by this report must be shown with ACCURACY below. If Rain or Snow has fallen you will state at what hour such condition began and ceased. Stations furnished with thermometers will show temperature at 7:00 A. M., NOON, and 6:00 P. M.

TEMPERATURE:

7:00 A. M._____NOON_____6:00 P. M._____

Sunday Weather Report.

TEMPERATURE:

7:00 A. M._____NOON_____6:00 P. M._____

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Form 1525. EAST'N DISTRICT. B 785. 75M. 1-03. 19178.

AGENT'S DAILY SEAL REPORT.

This report opens at midnight and closes the following midnight and must cover all seals removed and applied during that period. If no seals are removed or applied, send in this report marked "Blank." Agents must see that all seals between the highest number previously reported applied and the highest number reported applied in this report are included herein.

Train No.	Car Initials	Car Number	SEALS REMOVED				SEALS APPLIED				REMARKS Also Numbers of Spoiled and Defective Seals and Seals Used for Protection.
			Side Door	Side Door	End Door	End Door	Side Door	Side Door	End Door	End Door	
92	*G. S.*	*4643*	*10096*	*10097*	*10098*	*10099*	*99986*	*99987*	*99988*	*99999*	
46	*M. D.*	*6078*	*10090*		*None*	*None*	*99901*		*None*	*None*	*No End Door*

Marengo STATION *April 1,* 190*6.*

AGENTS MUST LEAVE THIS SPACE BLANK

SHOW PRESS DIE HERE

C. W. Jones, AGENT.

(OVER)

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Requisitions for seals must be made ten days in advance of time when they will be needed, showing number on hand and number wanted, requisition blank being used.

A F 85

Form 1526 30M 9-02

THROUGH and DAILY RAIL ROAD.

REQUISITION FOR SEALS.

Britt Station, *Mar. 31,* 190*6.*

Chas. Jones,

Freight Claim Agent,

Chicago.

Please send me *1000* seals

I have *500* seals on hand numbered

1 to *499* inclusive.

C. W. Jones, Agent.

NOTE.

Requisition for seals must be made ten days in advance of time needed.

This requisition filled *April 10, 1906.*

C. L. Banks.

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on all the doors should be obtained (Refrigerators have doors on top also) and placed in your seal record book with name of conductor and number of train which set car out at your station. On some roads seal record report must be sent in daily on "Seal Report" blank. All spoiled, illegible, and defective seals, and seals used for protection, must accompany this report.

REPORT OF WAYBILLS FORWARD.

Description of freight forwarded abstract. The "Freight Forwarded Abstract" is a schedule of freight waybills made at a station showing the station to which billing is made, waybill date, number, car and totals of freight, advance and prepaid on each.

Abstracting. All forwarded waybills should be reported on daily, or whatever other kind of abstract is used, and care taken to state to what station the waybills are made and in proper order, as per instructions on back of abstract. Where daily reports are used, all waybills for shipments that go forward up to 12 o'clock midnight of the day the abstracts represent should be shown thereon.

Change in destination or route. When routing or destination of freight is changed after it has been reported in freight forwarded abstract, party making the change should indicate on waybill where, when, and by whom change is made and promptly advise auditor of freight accounts, giving correct destination or route, and reason for change.

Cancelling charges on erroneous waybills. When erroneous waybills bearing freight charges only are received without the freight, they may, upon written request of billing agent, be reported without weight and charges, provided such request is attached to the waybill. Waybills bearing advances or prepaid cannot be cancelled after leaving forwarding station, and can only be corrected in accordance with special rules.

Waybills must not be destroyed. A waybill upon which freight has been moved should not be destroyed.

REPORT OF WAYBILLS RECEIVED.

Description of "Freight Received Abstract." A freight received abstract is a schedule of waybills received at a station showing the station at which the billing was made, waybill date and number, and totals of weight, freight, advance and prepaid on each.

Prompt reports. Receiving agent should report on daily freight received abstract all waybills the day they are received when accompanied

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REPORT OF LOCAL FREIGHT FORWARDED

This report must include all Local Way-Bills issued at the Station during the month for which it is made. The Way-Bills should be abstracted in Station order, and in numerical order for each station. Each day this abstract for freight forwarded the previous day, is made out, showing Date and Number of Way-Bills, Cars loaded into, Kind of freight, and Charges thereon. If freight has been prepaid or bears advances, same is noted on the proper column. This abstract is generally made up from *copy* of way-bills made previous day in Way-Bill Forwarded Book. Care must be taken to enter Advances in proper column, otherwise you will not get credit for any amount you may have paid out. Same precaution should be observed in entering all Prepaid (Ppd.) forwarded in proper column, so that you will not be *over* in your days business.

Form 5

LOCAL

200 M. 12-02.

Report of **FREIGHT FORWARDED** from *Marengo, Iowa* Station,

For the Month of *March* 190*6*

This Report must reach the Freight Accounting Officer not later than four days after the close of the month for which it is made. The Summary sheet must be made out and accompany this report.

Way-Bill		Car		Kind of Freight	Weight	Freight	Advances	Prepaid
Date	No.	Initial	No.					
			Herndon,	*Iowa*				
3-17	*361*		*149*	*Mdse.*	*250*	*50*		
"	*362*		"	"	*1120*	*152*		
25	*566*		*263*	"	*380*	*65*		
"	*567*		*614*	*Coal*	*22000*	*781*		
26	*581*		*196*	*Mdse.*	*1270*	*250*	*500*	*250*
					25020	*1298*	*500*	*250*

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by freight. When received without freight receiving agents may hold them awaiting the arrival of the freight, but not to exceed five days. Except where special rules govern, no waybill should be held out of account for any purpose, except on authority of the auditor of freight accounts.

Headlines of waybills should not be changed without authority. Agents should not change the heading of waybills and forward freight to some other station without proper authority and advising auditor of freight accounts. When changes are made, station, date, and authority should be shown on face of waybill over signature of party making change.

Reshipment of freight received on erroneous billing. Freight billed as marked, or as ordered by shipper, should not be considered as "billed in error" although it may not be wanted at the station to which billed, but agent should, if freight is ordered by forwarding agent to another station, make a waybill with charges, putting on the charges to his station as "Advances" sending original freight bill with forwarded abstract as voucher for *advances,* to which should be attached the order for reshipment.

Destination of waybills. Receiving agent should see that the name of his station appears as destination on all waybills in received abstract.

Receiving agent to stamp bills. Receiving agent should immediately stamp all waybills in the lower right-hand corner to show the date received.

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REPORT OF LOCAL FREIGHT RECEIVED.

From the way-bills for Freight Received the following report includes all local Way-Bills received at the Station, from the first to and including the last day of the month for which it is made. All local Way-Bills received after the last day of the month must be carried to the subsequent month's account. The Way-Bill should be abstracted in Station order, and in numerical order for each Station.

This report shows first the Station from across the face, then the Way-Bill number and date, number and initial of car out of, description of freight, weight, amount of (freight) charges, advance charges if any, or whether prepaid.

This report is copied and sent with the Way-Bills in proper envelopes to the Freight Auditor, Way-Bills having first been stamped in place marked for that purpose by your station stamp.

Some roads require weekly, others monthly reports of this character. Inter-line (foreign road) Way-Bills are not abstracted on this report.

Form 6

LOCAL.

Report of Freight Received at *Marengo, Iowa,* **Station.**

For the Month of *March,* **190** *6.*

This Report must reach the Freight Accounting Officer not later than four days after the close of the month for which it is made. The Summary sheet must be made out and accompany this report.

Way-Bill		Car		Kind of Freight	Weight					Freight		Advances		Prepaid	
Date	No.	Initial	No.												
			Adel,	*Ia.*											
3-1	*3*		*168*	*Mdse.*			*2*	*7*	*0*		*50*				
2	*4*		*140*	*Mdse.*			*3*	*4*	*0*		*65*				
			Campbell,	*Ia.*											
3-5	*5*		*185*	*Oil*		*1*	*8*	*0*	*0*	*3*	*00*	*2*	*25*		
			Clive,	*Ia.*											
3-5	*6*	*4*	*480*	*Mdse.*			*9*	*8*	*0*	*2*	*60*				
			Ortonville,	*Ia.*											
6	*7*		*655*	*Lbr.*		*2*	*2*	*8*	*0*	*3*	*75*				
			Kennedy,	*Ia.*											
6	*7*		*489*	*Lbr.*	*1*	*6*	*0*	*0*	*0*					*15*	*00*
					2	*1*	*6*	*7*	*0*	*10*	*50*	*2*	*25*	*15*	*00*

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PASSENGER DEPARTMENT—INSTRUCTIONS TO TICKET AGENTS.

Requisite of a first-class ticket agent. A good ticket agent will keep his tariffs, circulars, books of instructions, time-tables, and other equipment of his office in good order for instant reference or use; will keep well informed regarding fares, routes, regulations, the time of trains scheduled to carry passengers, and the available connections for passengers from his station; and will promptly and courteously answer all inquiries, including those regarding delayed trains. He will make best use of advertising material sent him, keeping one good wall map properly placed and in good condition, and a supply of local time-tables and folders conveniently accessible to hand out to the public. He will be careful to keep properly posted all placard notices required by his company, such as those regarding excess fares collected on trains, children's fares, redemption of tickets, etc. He will take pains to keep in touch and on good terms with the people of his vicinity in order to secure advance information of any contemplating journeys, and will endeavor to secure as much passenger business as possible from his station. He will work for the interest of his line in ticketing passengers via the route affording it the longest haul consistent with good connections and the application of the rate. He will endeavor to merit promotion by acquiring a reputation for courtesy, accuracy, and efficiency, and by securing increased ticket receipts as shown in totals of monthly reports from time to time.

GENERAL INSTRUCTIONS.

Be interested in your work and it will be well done.

Be methodical. Have a place for everything and keep it there.

Be neat in your dress.

Be courteous to all.

Do not be afraid to ask questions or answer them.

What you know, know exactly.

Don't guess; look up information you are not sure about.

Aim to have exact knowledge of routes, rates, train schedules, (local and through) tickets, equipment, etc.

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Give to all patrons full information, truthfully, willingly, and courteously.

Make no unauthorized promises.

What should a new agent study? A new agent should study the kinds of tickets and their arrangement in ticket case; the tariffs, circulars, and other information regarding fares; the map of his railroad, the regulations in manuals or books of instruction, the time-tables as to time of passenger trains departing from and stopping at his station; he should examine dating machine, ticket punches, pens, ink, and other equipment of the ticket office, and see that they are in good condition and conveniently placed for use; and should as speedily as possible acquire full information about, and familiarize himself with, the equipment and surroundings, so as to be able to perform his duties readily and well.

Instructions. All instructions in regard to passenger business will be issued by the general passenger agent.

Success. The amount of business secured and the manner in which handled will be the foundation for your success.

Civil service governs. By strict attention to business you are placing yourself in direct line of promotion.

Neat stations. Keep your stations neat and clean, paying special attention to waiting room and office. Keep out loafers.

Public notices. Keep your company's notices for information of the public posted in waiting room; if unframed, post on bulletin boards. The company does not go to the expense of printing posters, special notices, or similar matter merely for the agent to glance at, or use for starting fire. They should be used for the purposes intended. Keep posted conspicuously in each waiting room a framed standard public notice regarding inspection of tariffs, redemption of tickets, storage of baggage, etc., etc. Such notices may be obtained from your stationery storekeeper.

Keep well posted. Familiarize yourself with all instructions (circulars, tariffs, rate sheets, etc.), issued by the general passenger department. When not understood ask for additional information.

COMPLIANCE WITH INTERSTATE LAW.

Observance of tariff rates and regulations is required, both as a necessity of proper accounting and in compliance with the interstate commerce law and similar state laws. If a different rate is made by a competitor, the agent should advise the passenger department promptly and await ad-

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vice. EMERGENCY RATES received by wire or letter are for use only in the cases for which quoted, and rate advice blanks usually so specify and generally provide that in any event the rate will expire with the close of the month or within thirty days or other limit given; and such emergency rates must not be used afterward.

Use of official railway guide. This book enables you to look up connections, train service, equipment, etc., of foreign lines. It enables you to give information to passengers destined to any railroad point in North America.

Action competitors. If competitors offer any unauthorized inducements, notify division or general passenger agent. However, representations made by prospective passengers of unauthorized concessions offered by other lines should be accepted with caution as they are sometimes found to be untrue.

Folders. Always have a supply on hand. When you run short make application to general passenger agent.

Correspondence. Always use the company letterhead, and write with ink or copying typewriter ribbon.

Always refer to subject matter.

Confine each letter to one subject.

Be brief, but make your meaning clear.

TICKET OFFICE OPEN.

At station ticket offices, regulations require ticket windows to be kept open for sale of tickets, at smaller stations at least twenty minutes and at larger stations THIRTY minutes before the time of each passenger train and, if other duties permit, until departure of the train. A reasonable opportunity should be given for the purchase of tickets for freight trains carrying passengers.

Effort to ticket passengers. All possible facilities for purchasing tickets should be extended to passengers and effort made to induce all passengers unprovided with transportation to purchase tickets before taking train. Tickets should be carefully issued in accordance with regulations, including any instructions on stub; and always stamping them, limiting them if they do not bear printed limit, designating class if required, securing signature and punching description of passenger if either is required by form of ticket or instructions, endorsing tickets properly when required, and issuing certificate-receipt when called for. In making change, the money should be carefully counted out to passenger so as to avoid possibility of

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error or of passenger claiming shortage afterward through misunderstanding, or losing, or mislaying portion of change. CASH DOWN must be collected, as all tickets sold must be accounted for in cash, and cash drawer and remittances must show correct balance on examination of sales and ticket stock by traveling auditor at any moment. Your efficiency is indicated by limited number of cash fares collected from your station by conductors.

TICKETS TO POINTS TRAINS DO NOT STOP.

Tickets must not be sold to a station for a train not stopping there, except when schedule provides for connection to be made by such train at an intermediate point with a local stopping at desired station, or unless passenger is advised that ticket will be honored on such train only to the nearest point short of destination at which train stops.

What information should be given passengers? Passengers should be informed by ticket agent of principal conditions and any special features of tickets, such as limit, non-stop-over, execution by joint agent, or in any particular manner if round-trip; also as to not being good over Eastern or other lines having such fast limited trains; and as to some tickets, such as employe, second-class, or colonist tickets not being good on certain limited trains.

Valuables. Keep tickets, dating stamp, and other valuables under lock and key.

Loss of ticket. Send full information to general passenger agent and division superintendent in case of loss of tickets by theft, fire, or otherwise.

What is done upon receipt of supplies? Tickets received must be checked with accompanying invoice to see that no numbers charged thereon are missing, and the invoice duly receipted and promptly sent to the ticket auditor.

Tickets checked upon receipt. When tickets are received they should be checked with the invoice which accompanies them. Examine carefully to see that tickets are consecutively numbered, and if any error, report immediately to the general passenger agent, holding invoice for his reply; otherwise sign and send invoice to auditor of ticket accounts.

Returning tickets. All tickets which are to be returned should first be cancelled and then forwarded to auditor of ticket accounts.

Unsold tickets furnished for special occasions should be returned as soon as dates of sales have passed; also unsold tickets furnished on special requisition as soon as it is determined they will not be required.

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On December 31st of each year all coupon tickets not having any provision for punching a PRINTED limit beyond the current year should be returned in the same manner, and at the same time requisition should be made on the general passenger office for a new supply of such forms as are needed.

What use can agent make of the telegraph? Telegraphing over agent's railroad wires is permitted for rates, information, sleeping car reservations, tickets, placing prepaid orders, and in other emergency cases when time is too short to secure necessary results by letter; but the wires are not to be used whenever it is possible to accomplish the results BY MAIL, as the crowding of business on the wires causes delay and prevents the desired dispatch. Use of public wires at railroad company's expense as a rule is authorized only for general agents at commercial centers, traveling agents and district representatives. Long distance telephone should not be used except in very important and urgent cases.

How and when should requisitions be made? Requisitions for supplies should all be made on proper department and in good season. On general passenger and ticket agent for all kinds of tickets, including mileage tickets and excess baggage book tickets, and for ticket cases; on general baggage agent for baggage checks, including bicycle checks, baby carriage checks, local and foreign baggage checks; and on stationery department for stationery, including various forms of blanks, ribbons for dating stamps if any are worn, and usually for ribbon dating stamps, but on some railroads dating stamps are furnished by passenger department.

Make separate requisitions for—

1. Dyer machine tickets.
2. Special form local tickets.
3. Other forms of local tickets.
4. Coupon tickets.
5. Dyer machine dies.
6. Playing cards.

State whether metal or rubber dies are required.

Keep on hand a sufficient supply of all kinds of tickets necessary for a thirty-days' business.

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REQUISITION FOR TICKETS.

_____ 190____

STAMP HERE.

General Passenger Agent.

_____

Please have following tickets sent to

_____ Station.

_____ Agent.

DESTINATION.	No. Wanted.	Form No.	Series.	No. of Tickets on hand.	Highest No. on hand.

GENERAL INSTRUCTIONS.

Ticket stock must be carefully looked over at regular intervals, and requisitions should be sent in on the 1st day of each month, and be large enough to cover all demands. Ten days must be allowed for ordering One Way or Round Trip Card and Local Form Tickets.

Separate requisitions must be made for each of the following classes:

Card and Local Tickets. Coupon Tickets. Interchangeable Mileage Tickets.

Form numbers must be entered in numerical order.

General offices are closed all day on legal holidays, and after 1 p. m. on Saturdays; this must be kept in mind when ordering.

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Valuable packages, such as containing mileage tickets sent in for refund, all tickets sent in for redemption, returned tickets, etc., are usually required to be forwarded by EXPRESS D. H. or by REGISTERED R. R. TRAIN MAIL (according to the road's regulations); and special envelopes are usually furnished for the purpose, and frequently numbered stickers, or stamps also.

Supplies. Sufficient tickets of active forms must be kept on hand necessary for thirty days' business. Announcements of any special rates, such as for approaching fairs, conventions, etc., should be noted and care taken so that a good supply is on hand of any tickets likely to be called for. The proper and easiest method of watching ticket stock is when agent is entering his stock record, tickets sold. Some roads require examinations and requisitions to be made monthly and permit only emergency requisitions at other times.

Check tickets received. When tickets are received, check with invoice sent with them. See that tickets are consecutively numbered and if any error, report immediately to the general passenger agent, holding invoice for his reply; otherwise sign and send to auditor of ticket accounts.

What is observed in dating tickets? All tickets sold must have proper date of sale stamped or perforated, with the ticket office dating machine or stamp, on back of each coupon, and contract if any, as voucher for its regularity and validity, and unless so stamped is not good for passage. Dating machines are of form giving an ink impression (by ribbon or otherwise), or perforating the date through the coupon. They must be kept in good condition so as to give good, clear impression. The DATE of the dating stamps must be changed before commencing sale for train leaving after midnight so that the date on ticket will be the proper legal one from midnight to midnight for train for which sold. If tickets are sold ahead to enable passengers to secure sleeping car reservations or for other good reasons, they must be stamped with DATE OF DEPARTURE by temporarily changing stamp accordingly, and must be given proper limit from such date. Homeseekers', colonist, special convention excursion, or similar tickets, for which sale may be authorized on certain dates, if sold ahead, should have the first coupon endorsed to leave only on authorized date stamped on back, unless bearing such PRINTED provision. When perforating dater is used that perforates only the date, regulations usually require stamping of selling station and name of road on back of each coupon and contract of interline tickets, with hand stamp, before placing them in ticket case.

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Authorized tickets. Agents do not buy, sell or deal in railroad tickets other than those furnished by the general passenger office.

Not to ticket irresponsible persons. Tickets should not be sold to persons who are unable to take care of themselves, or whose conduct might endanger their lives or annoy other passengers, unless accompanied by proper attendants. Such persons, unless so accompanied, should not be allowed on trains.

Ticket agent's certificate is required to be kept framed in front of, or in ticket office in some states; and in some states payment for a license is necessary preliminary to issue of certificates by secretary of state. In such cases, agents must be careful to keep the certificate in good condition and properly placed, in accordance with special instructions.

Definition of a ticket. A ticket, when properly issued, becomes a contract between the railroad company and the purchaser, entitling him to transportation under conditions shown on the face. Tickets are of two kind—LOCAL AND COUPON (Interline). Local Ticket—A ticket reading between points both on the same road.

Passenger fares and tickets are LOCAL, when applying only over the issuing railroad to a station thereon, or INTERLINE, when covering two or more railroads or lines; are one-way or single trip, and round-trip or excursion; are whole tickets or half tickets, the latter for children; and may be first-class, second-class, or third-class, the last being confined to foreign immigrant tickets from seaports. Passenger fares are quoted in various kinds of local tariffs, and in interline tariffs, both joint and individual. Local tariffs are usually in book or pamphlet form, or at least those covering the stations of one division. On large systems, sheet or book interdivision tariffs show the fares between stations on the various divisions or between main line and branch stations. The stations in local tariffs are generally shown in geographical or line order. Many tariffs show only competitive and prominent stations at the head of the columns of fares and provide bases for making fares from other stations. In local tariffs the agent will find it a safeguard and convenience to rule a heavy red ink or black line on each side of the column of fares quoted from his station, thus enabling him to find it at a glance and to avoid error of taking a fare from wrong column. In joint tariffs of interline fares the destinations (stations) of each state are arranged separately in alphabetical order. The tariffs give the rules as to the application of the fares via usual, direct routes, except where otherwise specified in the quotation of a particular rate, the basis for children's fares, excess charge, if any, for fares collected on train,

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and the conditions of the tickets as to limitation, etc. It is usually provided that the fare made from an intermediate point is not to be higher than that quoted from a farther point, and similarly that a fare must not be applied via a route through an intermediate point from which the same class or kind of fare is higher to the same, or an intermediate destination.

Meaning of local tickets. Local tickets are card one-way and excursion; coupon excursion (with a coupon in each direction), simplex, Lomax, and other patent forms, each carrying a list of destinations to which ticket can be issued by cutting, punching, or otherwise designating the particular destination; HALF card or simplex tickets; simplex or Lomax EXCURSION tickets; mileage credit tickets of special form issued on mileage credentials; mileage passage tickets issued by mileage bureau lines east of Chicago in exchange for detachments from mileage tickets; special clergy tickets; mileage credit tickets of special form issued on mileage credentials; blank local book or skeleton tickets for destination to be written in; commutation tickets good for a number of passages or rides; mileage tickets and excess baggage book tickets.

When can card locals be furnished? Card local tickets with printed destination are usually furnished to an agent on application when sales thereto average twenty-five or more per month. Some roads make the number ten to fifteen per month, the number varying on different railroads.

Book tickets. Book tickets are one-way or round-trip, having name of selling station printed or stamped, and blank space in which must be stamped or written with pen and ink the destination and state, and should be limited as current instructions require. They may be used for direct or indirect routes; routing must be shown therein, and rate via route used collected.

Machine and card tickets. Card tickets (one-way and round-trip) have printed selling station and destination; machine tickets are card tickets (only one-way) printed by the Dyer machine as needed, rolls of tickets reading from printed selling station to blank being furnished agents supplied with the machines. Machine and card tickets are limited to continuous passage via the short line; they must never be sold at less than standard tariff rates, NOR FOR INDIRECT ROUTES.

Party tickets. Party tickets are for use in ticketing parties traveling together, and are issued in accordance with rules laid down by interstate commerce law, etc.

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COUPON, OR INTERLINE TICKETS.

What are interline tickets? Interline tickets are frequently called coupon tickets, although a coupon ticket is really one having two or more coupons and may be local or interline, but the term "coupon office" invariably means one stocked with interline tickets for sale to points on connecting lines. Interline tickets are first- and second-class, colonist, settlers' (and immigrant) one-way; and ROUND-TRIP TOURIST, homeseekers' excursion, special excursion for meetings, holiday excursion, etc., and are of a form having a contract with provision for punch limitation, frequently for signature of passenger, and sometimes for punch description of passenger; and some local tickets are of this form. Some one-way tickets are made up of two separate pieces, a "paster" reading to a gateway, such as Buffalo, and an extension thence to terminal line and carrying the contract. Some one-way interline tickets carry a list of destination on each coupon, the desired PARTICULAR ONE to be designated by a row of punch marks on each side. In another kind the destination is to be written in margin of each coupon. Exchange order forms of interline tickets, used chiefly for variable route round-trip tickets, have coupons for the trip between starting point and a gateway enroute, such as Chicago or St. Louis, and an exchange order reading on connecting line for a ticket thence to destination (and return, if round-trip). Skeleton tickets require the name of the road and stations from and to, to be written on each coupon. In the blank passage kind used in ticketing PARTIES of ten or more, the number of passages must also be written in. The kind reading for ONE PASSAGE is for emergency cases in ticketing a passenger via a route, and to a destination to which there is no regular ticket in stock, nor time to procure one.

Chart of forms. Complete description of various kinds of coupon forms and how to issue them is found in chart of forms, of which each agent is furnished a copy.

What is observed in exchange orders? Exchange orders of connecting lines for round-trip and other tickets are to be honored in accordance with their conditions and the current instructions, exercising care as to class, route called for, and other details; especially in case of variable route round-trip tickets, instructions usually require "Exchange" be endorsed on tickets issued in exchange for orders, prepaid or regular, government requests, etc.

At special rate. Tickets issued on exchange order of sold at special rate, must be endorsed on contract and each coupon "Exchange," "Employe," "Government," "U. S. A.," "U. S. N.," etc., as the case may be.

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Such endorsement must be made on the back of the ticket instead of on the face, so as not to deface the contract or coupons, unless special place is provided for notation. Coupon tickets sold at special rate should be signed by the purchaser.

Restrictive form of round-trip ticket. Agent should carefully study round-trip tickets, of which the going portion only is delivered to passenger and the return portion sent to agent at terminal point for delivery, in order that he may handle the same with care and certainty, and give passenger all needful information in regard to procedure for him to follow.

Skeleton tickets. Agents at the most important stations only are supplied with skeleton tickets and they must exercise the greatest care in using them. If there is the slightest doubt as to route, use exchange orders.

Conditions of tickets. All tickets are first- or second-class, limited, transferable or nontransferable.

Meaning of limitation. LOCAL ONE-WAY card and other tickets usually bear printed limit, generally of one day from date of sale. Many card local excursion and some other excursion tickets bear printed limits; but other local excursion tickets, such as simplex, require limitation by writing or punching limit. Coupon or interline tickets of CONTRACT FORM have provision for punching the day, month, and year of expiration of the time limit in the margin of ticket, with a punch furnished the office for the purpose. The limits are given in tariffs or circulars quoting the rates and are usually specified as IN ADDITION to date of sale. Sometimes tickets are required to be limited to continuous train passage, having special form for writing or punching hours of departure or arrival.

Meaning of class. The class of a ticket is required to be designated on many interline tickets. Some roads' tickets read first-class unless otherwise designated, and when to be made second-class are to be punched in a particular place to designate second-class, or to be endorsed "Second-class" across the face of contract and each coupon. Other tickets read good for class punched or unpunched, as case may be, and require punching accordingly in the space provided in each coupon. Round-trip tickets generally read for, and are issued only as, first-class, but sometimes are required to be endorsed "Second-class" or in some other way to indicate that they are not available in first-class sleeping cars.

First-class. A first-class ticket entitles proper holder to ride in any passenger car on the train.

Second-class A second-class ticket entitles proper holder to ride in any passenger car on the train OTHER THAN THE STANDARD

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SLEEPING CAR west of the Missouri river, but east of the Missouri river holder of second-class tickets are allowed to use standard sleeping car.

Transferable. A transferable ticket is one which is good for passage of the holder.

Nontransferable. A nontransferable ticket is only good for person whose signature is on face of contract, and under conditions shown thereon.

SIGNATURE ON TICKET.

When signatures, etc., required:

The signature of passenger is required on the contract of:

1. All one-way limited tickets to or through points in Montana, Wyoming and Utah.

2. All one-way limited or unlimited tickets to points on line of the Southern Pacific Company in Utah and New Mexico, to points on and via the lines of the Northern Pacific, Great Northern and Southern Pacific Railways, and via all lines to points in Arizona, California, Nevada, Oregon and Washington.

3. All round-trip tickets unless the contract to be used is printed without space for the purpose.

The passenger's signature must be written with OFFICE PEN AND INK (never with passenger's fountain pen) in the presence of the person actually selling the ticket, who will sign his own name as witness to the same; the ticket agent's name must be signed only when he personally sells the ticket and personally witnesses the passenger's signature.

The head of a family, traveling in company with members thereof, when purchasing signature tickets, may sign them in his own name, with the understanding that he will accompany his family the entire journey and present the tickets in person to all conductors, and in case the tickets required to be executed for return passage, that he will present them to the proper agent for execution; as plans often change, however, and members of families return separately, it is much safer to have each member of the family sign his or her own ticket.

In no case will a woman be permitted to sign her initials to a signature ticket. Women must be required to sign their full names, the same as required by law in a legal document; thus, "Lizzie A. Smith," not "L. A. Smith," nor "Miss L. A. Smith," and "Mary Smith," not "Mrs. M. Smith," or "Mrs. John Smith," or "Mrs. Smith." Similarly in writing names of purchasers on commutation, mileage, or excess baggage tickets, if a woman,

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the given name, "Lucy" or "Mary," should be written in full, but with the proper prefix "Miss" or "Mrs." The same rules will govern in the case of passengers' signatures in connection with the execution of return portion of round-trip tickets.

In punching description of passenger in form of tickets requiring it; (it must contain the description of the passenger who will use same, regardless of whether the ticket is held and presented by the head of a family who has signed the contract, or by the passenger) care must be taken to punch the proper terms best describing passenger's appearance, calling each selected term to the passenger before punching it so as to avoid mistake, dissatisfaction, or misunderstanding as to proper description. If purchaser cannot write, he must make his mark ("X") to his name to be written by selling agent.

Issue numerically. Issue tickets in numerical order, commencing with the lowest number. If ticket is issued out of order, give written explanation on first report to auditor of ticket accounts.

Stop-over regulations. These differ in Eastern, Southeastern, Central Passenger, Southwestern, and Western territory. Those for many of the roads are shown in connection with their time-tables in travelers' official guide. Majority of the railroads do not grant stop-over on limited one-way, not on round-trip tickets, but there are special stop-over arrangements at some points, such as Niagara Falls, Washington, etc., and stop-overs are granted in homeseekers' territory on homeseekers' round-trip tickets, also west of Missouri river and St. Paul on thirty-day limited one-way tickets; on nine-months' round-trip tourist tickets, and on special excursion tickets to Pacific Coast points. Tariffs or circulars quoting the rates generally give this information.

How to limit ticket. To limit tickets provided with marginal dates, punch with L punch, day, month, and year on which ticket expires, and also each coupon and agent's stub. When tickets provide blank space for the limit it should be written in full. For instance: Limit should be written November twenty-sixth and not Nov. 26th. When form provides space in body as well as marginal line, the limit should be written in the body as well as punched in the margin. In punching "Limit" or "Baggage Checked," do so in such a way that other information, such as number of form of ticket, will not be obliterated.

Destination. Endorse the destination (name of town and state) of a coupon ticket plainly in ink across the face of the contract, in addition to

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stamping or writing in the margin of each coupon. This makes difficult any alteration in destination.

SECOND-CLASS.

How are tickets endorsed? Endorsements "Half," "Second-class," "Colonists," "Homeseekers'," affecting value and conditions of honoring tickets, are to be made on FACE of tickets in bold hand, but other endorsements, such as "Exchanged," "Employes," "Officer U. S. A.," "Delegate," "Government," "G. A. R.," etc., are usually to be made on BACK of tickets.

Route. If a space is provided in ticket for showing the route, such space should be properly filled in to indicate the junction point desired, or the word "direct." If ticket is issued with the "Route" line in blank, it affords an opportunity for improper manipulation.

What is observed in writing on tickets? Writing on tickets when required must be done with PEN, CLEARLY AND BOLDLY, using plenty of ink. In writing in names of stations, the State should always be included and special care taken to avoid error or misunderstanding, or opportunity to misuse ticket, on account of any similarity in names of stations or of same names in different states.

Issue perfect ticket. Examine every ticket carefully before delivery to purchaser, verifying the limit, class, route, destination and stamping. Be sure ticket is complete.

Can alterations be made on tickets? If mistake is made in writing, punching, stamping, or otherwise in issuing a ticket, do not make any alteration, but issue new ticket properly, mark old ticket "Void" boldly across contract and each coupon, and send to ticket auditor with report. While tickets can be REDUCED to second-class or half by endorsement, and instructions provide for endorsements showing character of ticket, NO ENDORSEMENT by an agent is permitted INCREASING THE VALUE or extending the conditions or limit of a ticket. When necessary in an emergency to protect a ticket en route, the proper method is by exchange for a new ticket on special authority to be secured from general passenger agent.

Child's ticket. A whole ticket is required for a child twelve years of age or over. A half ticket is required for a child five years of age, and under twelve years of age. A child under five years of age will be carried free if accompanied by parent or guardian.

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Exception. The law in Kansas provides that railroads within the state of Kansas shall carry children under six years FREE, and between the ages of six and twelve at half rate fare. Children's half tickets are local card or simplex or Lomax half tickets printed to thus read; or are whole (regular adult) tickets made half by punch perforating "½" or by endorsement "HALF" across the face of each coupon and the contract. Many lines make half EXCURSION or round-trip rates for children where the whole round-trip rate is not less than one-way fare.

Twenty-ride tickets. Between any two stations within a radius of seventy-five miles, in states where two-cent mileage exists, nontransferable twenty-five ride tickets are sold at two cents per mile ride, minimum selling rate $2.50. Mileage is figured from current working time-card, any fraction of a mile counting as a mile. Use the form provided for such purpose, good for purchaser only and limited to three months from date of sale.

One-hundred-ride school tickets. Upon application of parent, teacher, or guardian, for student under eighteen years of age attending school, nontransferable one-hundred-ride tickets at one cent per mile ride, minimum selling rate $5.00 are made, figuring mileage from current working time-table, any fraction of a mile counting as a mile. Use special form, good for purchaser only and limited to three months from date of sale.

What are commutation tickets? Tickets reading for a number of rides between two stations are of card form with blocks or squares of numbered rides, which conductors cut out with commutation punches, and of book or folder form with separate coupon for each ride. They are ten-ride and twenty-five-ride bearer, twenty-five-ride individual, thirty-ride and fifty-ride family, one-hundred-ride individual tickets, with limits ranging from three months to a year, an individual monthly good only for calendar month named, according to the tariff of each road or group of roads. The monthly and bearer forms of tickets are usually sold only between suburban stations and large cities, like Chicago. Between interior stations, INDIVIDUAL forms—twenty-five-ride and one-hundred-ride tickets—only are sold, and usually within a distance limit, such as fifty miles. Some tickets are of punch descriptive form, and there are forms requiring a photograph of purchaser.

Interchangeable mileage tickets. Joint instructions to ticket agents and conductors, with supplements thereto, issued by the Western Passenger Association, should be followed in issuing interchangeable mileage credentials and tickets.

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Exchange orders. Exchange orders of connecting lines for one-way and round-trip business are to be honored in accordance with their conditions and the current instructions, exercising care as to class, route called for, and other details; especially in case of variable route round-trip tickets, instructions usually require "Exchange" to be endorsed on tickets issued in exchange for orders, prepaid or regular, government requests, etc.

To points beyond your line. Then have contract and coupons covering trip over YOUR line, and an exchange order drawn on the agent of the foreign line for ticket to destination. This form is used when you are not supplied with complete tickets over route desired. The stub and exchange order must show on face in blank space provided, railroad on which drawn, destination, route of ticket, final limit, account issued and number of days within which it may be honored, and if round-trip, the LOCAL route gateways through which the ticket reads going and returning. It must be presented to foreign line agent, who will issue ticket in exchange. The exchange ORDER is not good for passage on train, and purchaser should be fully advised of this feature. See additional instructions in chart forms.

Honoring exchange orders. An exchange order drawn on an agent of your own local system should be taken up and regular ticket given in exchange. Issue ticket of the class, limit, destination and route specified in order. If no limit is specified, give same limit as authorized for ticket of like class when sold by you. If route specified is unauthorized, decline to honor the order. Report ticket so issued as exchanged, attaching order to the daily report. When an order is not exchanged at point on which it is drawn it should be at first coupon office in direction traveled.

PREPAID ORDERS AND TELEGRAPHIC TICKET DELIVERIES.

How are tickets advanced to parties at distant stations? Prepaid orders are drawn for the delivery of a ticket at another station, reading thence to the selling station to accommodate the depositor or purchaser desiring to advance the fare to bring some other person to the point of sale; as for example, a prepaid order drawn in Omaha for the delivery of a ticket to John Jones in Chicago, reading from there to Omaha. Sometimes sleeping car ticket and occasionally cash for expenses are included in an order. Most roads authorize their agents to draw orders on each other for delivery of local tickets, and in emergency cases to place orders by wire, following them immediately with the order itself by first train mail; but usually require that all orders on OTHER LINES must be placed through the sell-

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ing line's general passenger office by mail or wire according to urgency, and sometimes require a small extra charge, such as fifty cents, to cover cost of telegram when it is necessary to use public wires.

The prepaid order is good only when countersigned by the selling agent, correctly filling it out with pen and ink, and stamp with ticket stamp. Limit to the nearest date that will be satisfactory to purchaser, but never later than thirty days after sale. If a mistake is made, write promptly across the face "Spoiled" and so account for and return to the ticket auditor with ticket report. If purchaser so requests, make order nontransferable by endorsement "Deliver only to ————" and fill in passengers's name. Prepaid orders may be drawn on any railroad agent in the United States and Canada. When drawn on ticket agent of a foreign line promptly advise your general passenger agent at proper gateway, so that necessary arrangements for its protection may be made.

USE OF THE TELEGRAPH.

In urgent cases delivery of tickets may be ordered by telegraph. The telegram should read something like this: "When called for furnish John Jones, 36 Wabash Ave., Chicago, one first-class, limited ticket via ———— to Lincoln, Nebr. (Signed) James Brown, Agent." When the telegraph is issued charge the purchaser, in addition to the price of the ticket, the tariff rate on a day message of twenty-five words to the point at which the ticket is to be delivered. The charge for telegraphing may be waived on competitive business.

CASH FOR DELIVERY WITH TICKET.

Agent must never accept cash for delivery with ticket unless the order is placed by telegraph and then only a small amount, not to exceed the reasonable expenses of passengers enroute. In such cases "and ———— dollars" should be added to the telegram.

VARIOUS KINDS OF TELEGRAPHIC DELIVERIES.

1. Those between the local systems' own agents. In such cases the agent sending the message will report the amount collected on his ticket report, attaching copy of his message thereto; the agent receiving the telegram will report the ticket furnished as usual, attaching to his ticket report

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the telegram received as authority for so doing. NO PREPAID ORDER IS ISSUED IN SUCH CASES.

2. Those requested by local route local agents for delivery of tickets from points on foreign lines. In such cases the local route agent will place order direct with his general passenger agent, attaching copy of his message to ticket report. If he has prepaid orders he will issue one to cover the ticket to be furnished and forwarded direct to the general passenger agent of the foreign line on which drawn, endorsing it "Delivery requested by my telegram (fill in name of local route G. P. A.) this date;" agent failing to make the endorsement will be held responsible for the consequences. If agent has no prepaid order he must add to his telegram "Report on this telegram."

3. Those between two local routes, meaning your own company's lines, RESIDENT REPRESENTATIVES located at points on foreign lines (such as Boston or Los Angeles) and those placed by such outside representatives with any local (your) route agent; these are placed direct and are handled the same as those between two local (your) route agents as described in paragraph.

Note. Ticket rates are not always the same in both directions. If you are not certain about rates ask the general passenger agent.

Collect and forward to treasurer with first remittance the full amount to cover tickets and cash, if any, and telegraphic charges, if any. Prepaid order must never be issued or tickets ordered by telegraph until the money to cover has been paid. Report at once on local report if order or telegram is for tickets between two local (your own) system points, otherwise on coupon report. Report telegraphic charges, if any, separately on line immediately following report of order. Show on local ticket report the commencing number of prepaid orders on hand.

Atlantic steamship lines prepaid orders and western lines. In compliance with an agreement between Western lines, do not sell any prepaid or outward steamship orders or tickets of the issue of any individual, or firm, or company other than the forms of the recognized Atlantic steamship lines, except nothing herein shall prevent the sale of the usual form of railroad orders for domestic business.

Honoring prepaid orders. Agents are authorized to honor the regular forms of prepaid orders of all THEIR OWN SYSTEM'S ROADS, and of all foreign roads, provided they appear to have been properly issued. They may also honor the telegraphic orders of any agent of the local system for delivery of tickets, or delivery of tickets and cash, the latter not to ex-

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ceed the reasonable expenses of passenger enroute. All orders must bear the stamp of the station at which they are honored.

Tickets issued in exchange for prepaid orders will be reported without any money consideration, with notation in margin "Exchanged for prepaid order," describing it by form and number and name of issuing road and station, with the order attached to the report. If the ticket is issued to local point it will be included in the local report, and if to a point on any other road, on the coupon report.

Any order received by telegraph or otherwise, for which a ticket has been exchanged, must be attached to the report and reference to it given in the margin. When the prepaid order itself is not received in time, the report to the auditor of ticket accounts for the issuance of the ticket must not be withheld. The order on which the ticket was issued, attached to the report, will cover the case in the meantime, and the prepaid order when received endorsed "See my report of ———————— date," and forwarded to auditor of ticket accounts, proper reference record to be made on daily report. When the order calls for a payment of cash, as well as for the delivery of a ticket, credit the cash so paid on the daily ticket balance. If there is any doubt as to the genuineness of any prepaid, or other for a ticket which may be presented, take the safe side and consult the general passenger agent, by wire if necessary, before issuing the ticket.

GOVERNMENT TRANSPORTATION REQUESTS.

Government requests of United States and of the states for transportation, such as for movement of detachments of enlisted men or recruits of U. S. army or navy, or for large bodies such as regiments, or of state militia (national guards), are to be honored in accordance with their conditions and the individual railroad's instructions, usually requiring the exchange of request at station ticket office for proper tickets, generally a solid ticket if for a body or party of soldiers, recruits, or guards, ticket to be closely limited and endorsed "Government Exchanged."

Requests when properly filled out, signed and executed as provided by their form, may be exchanged for tickets of the class and limit called for, the word "Government" to be stamped on each coupon, contract and stub. Have person presenting request sign in ink in blank space receipt for transportation furnished, which should show form and number of ticket. If person cannot write he should make his mark and agent should witness same. Stamp government transportation requests with office stamp and

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send with daily report to auditor ticket accounts, and report tickets as exchanged.

Government transportation requests will not be honored for passage on trains. Transportation requests issued by the war and agricultural departments are printed from an engraved plate on tinted paper. Requests issued by other departments of the government are printed on ordinary paper and have no safeguard against counterfeiting. If in any doubt as to the order being bona fide, require the holder to identify himself either by presenting his commission bearing the official seal of the department, or other satisfactory evidence that he is entitled to transportation on government accounts.

In accepting government orders for transportation of soldiers and others, examine carefully to see that such orders do not contain endorsement or insertion of the words "At party rates," or anything of the same purport which, if accepted, limits our rights to collect the regular military rate between the points covered by the order. Where a contract is made at a special price by an agent authorized to do so, necessarily the contract price in dollars and cents must appear in order, otherwise the regular military rate applies. It will be necessary to examine the government orders when the business comes from connecting lines, as well as when it originates at your own terminals.

Ticketing Chinese. Chinese should not be ticketed through Canada on account of entry restrictions on each side of the boundary, the return to the United States having been prohibited under penalty. These people should not be ticketed to any point in Canada, or to a point in the United States via a line passing through Canada. Chinese immigration is prohibited by Cuban law, and Chinese must not therefore be ticketed to any point in Cuba.

Excess baggage strip books. These are of individual form limited to one year, with strip similar to mileage tickets, but with each horizontal line representing five cents; and the usual denomination is $12.50 face value, sold at $10.00, a reduction of twenty per cent. Some of the roads sell $25.00 and $62.50 tickets for $20.00 and $50.00 respectively. They are accepted in payment of excess baggage charges, at face value of coupons and are good for excess baggage checked between any points on local (your own) system, and to points on foreign lines authorized by special instructions. Purchaser must sign his name at bottom of contract on inside back cover at time of sale. Limit these tickets to expire one year from date of sale, and stamp them on inside back cover, and on agent's stub.

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Baggage storage receipts. These receipts show money collected on baggage left in baggage room longer than time allowed for free storage. Fill in blank space on face of the receipt, the date, amount collected, when baggage was received, and time delivered.

Prepaid excess baggage permit. These permits are for passengers holding through tickets to foreign line points which permit stop-over, and give to such passenger the privilege of checking excess baggage from point to point at through excess baggage rate.. They are only good when presented with ticket issued to the person named in the excess baggage permit.

C. O. D. checks. These checks are for the purpose of forwarding baggage on which there are unpaid charges, said charges to be collected by agent at destination, and before delivery of baggage.

Giving receipts for fares paid. Do not issue a receipt for ticket issued on interchangeable mileage credentials. In all other cases, however, if passenger desires receipt for money paid for ticket, give same at time of sale only, on regular form after purchaser writes his name on receipt. Show amount paid, where from and to, form, number and route of ticket. Sign and stamp receipt with your office dater. Do not issue more than one receipt for the same ticket.

Conductor's duplex receipts. These receipts are given by conductors to passengers who pay fare on train. The amount collected is shown in the form torn loose, or by conductor's punch.

Redemptions—refunds. Rules usually permit a wholly unused ticket to be redeemed by selling agent at price received, only before ticket has expired, such tickets to be then marked "Void" and sent to ticket auditor with report. Unexpired tickets presented at other than selling station, expired tickets, and partly used tickets will be redeemed only by general passenger office, to which tickets must accordingly be forwarded without delay with details, including name and address of owner, point to which used, circumstances or reasons for not completing journey and rate paid. Some companies have a blank form for filling in such details, others require statement in handwriting of owner. Claims for refund of fare with receipt or description of ticket or cash fare slip and full details, must similarly be sent in promptly by agents, so as to avoid complaints of delay. In some of the states there are special laws requiring prompt refund on wholly or partly unused tickets. On BUREAU forms of mileage tickets, refunds and redemptions are made only by bureau, to which they must be sent.

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GENERAL RULES ON REDEMPTION OF TICKETS.

You may redeem WHOLLY UNUSED TICKETS sold at your station for cash, within ten days from date of sale. Do not redeem tickets which are punched to show baggage checked, unless convinced that baggage has not gone forward. In each case if your company has a form redemption blank, properly fill out as indicated thereon, securing a statement in applicant's own handwriting on back as to why not used.

Mark the ticket "Redeemed" and attach, with "redemption blank form" to daily or otherwise ticket report, taking credit thereon for amount refunded, or, if only RECEIVED FOR REDEMPTION, mark ticket "Void" and forward to general passenger office AT ONCE with REDEMPTION BLANK FORM and COMPLETE information, without waiting to be asked for it. Prompt handling is necessary, particularly in Iowa, where the law provides a penalty of $100.00 for failure to redeem within ten days of application.

If applicant has apparently traveled between the stations from and to which his ticket reads—for example, if ticket reading A to B is presented for redemption at B or a point beyond, there is a strong presumption that he received in whole or part the transportation called for, and that he is wrongfully attempting to secure its redemption. In such cases he should explain how he traveled, and if claim is made that fare was paid a second time, train and date for which he purchased the second ticket or upon which he paid fare, should be specified, in order that statement may be verified by the auditor. Applicant's written statement or replies, if carefully questioned, will sometimes expose a fraud. If applicant refuses an explanation, or if it is clearly shown that transportation covered by ticket has already been furnished, mark the ticket "Cancelled because expired," sign your name and date thereon, and return to applicant, after first offering to refer the entire matter to the general passenger agent for his consideration.

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..... Station..... 190....

THIS IS TO CERTIFY that I did not use the ticket described below, over the .....R.....within its limits, that I was the original purchaser, and did not procure, while holding this ticket, FREE or REDUCED RATE transportation between the points named thereon, or any portion of the journey covered by it, owing to the failure of the.....R.....conductors or agents to collect the ticket or its equivalent in cash fare, or for any other reason, and that the reason for the non-use of ticket is correctly stated on reverse side of this blank.

STAMP HERE

Issued by.....R.... Form.....

No..... Reading from.....

To.....via..... ..... R.R.

.....
(Passenger Sign Here.)

Agent to fill in the following:
.....
(Name of Applicant)
.....
(Mail Address)

Agent to fill in the following if ticket sold by him:

Ticket sold (date) .....190.... at $.....each.

RECEIPT.

(To be used only for Tickets redeemed by Agent.)

Received..... Dollars

and.....cents, as full value of above described ticket.

.....

This receipt to be detached and used only when tickets are deposited to be forwarded to General Passenger Agent for redemption.

RECEIPT FOR TICKET PRESENTED FOR REDEMPTION.

.....Station,.....190....

This is to acknowledge receipt of ticket described as:

Issued by..... R..... Form.....

No..... Reading from.....

To..... via.....

.....
(Signature of Agent.)

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RULES REGARDING DATING STAMP AND DYER TICKET MACHINE.

Ticket dating stamp must be kept in good order so that each impression will be distinct. Office supplied with Dyer ticket machines must keep machine in good order. Stamp all tickets plainly on back with office stamp to show actual date of sale. Exception—Dyer machine tickets being dated as they come from the machine, do not require to be stamped this way. In addition to stamping the coupons, stamp the contract of coupon tickets at least twice so as to show impression of the dating stamp on both the upper and lower half of the contract. Make sure that stamp (perforating and Dyer machine) show current date before commencing the day's work. Do not date tickets ahead merely as a matter of convenience, except, perhaps, for Fourth of July or as stated in previous paragraphs.

WHEN OUT OF ORDER.

If stamp does not date distinctly, or is out of order, return to stationer for repairs at once, asking for new stamp. In the meantime write name of station and date of sale on back of all tickets in every place where impression of dating stamp is required. Requests for ribbon, dies or dates, should be made on stationer.

Errors charged to agent. Error in the sale of a ticket involving loss of revenue to the company, occasioned either by the collection of incorrect rate, punching the wrong limit or class, or showing an improper destination, will be charged to the agent at fault.

Double local round-trip. Round-trip (specified form) may be sold at double the local one-way fare, and should be limited not to exceed ten days.

Short line local rates. LOCAL RATES ARE FOR TICKETS VIA THE SHORT LINE, but they may also be used via longer routes when not less than the rate to any intermediate point enroute. When train service is better via longer routes, or passenger desires such route, ticket may be sold at the sum of the locals via the route used. Rates and connections should be fully explained to passengers. When ticketing via the longer route endorse on face of ticket the route via which sold.

Reduced rate orders. The general passenger agent issues all orders for the sale of tickets at less than tariff rates. The orders when properly countersigned may be honored at any station on the system, and tickets may be sold under conditions and at rate shown on face thereof. When orders

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read for tickets at half rate, use the lowest first-class standard tariff (not temporarily reduced rates) EXCEPT THAT THE HALF-RATE TO NEVADA AND CALIFORNIA EAST OF MISSOURI RIVER (UNLESS OTHERWISE INSTRUCTED) IS HALF OF THE FIRST-CLASS THIRTY-DAY RATE.

Have passenger sign contract of ticket, also receipt on back of order. Endorse form, number, and destination of ticket on back of order taken up. If verbal, written or telegraph request for reduced rate is made by any officer of the company you must get necessary authority for same from the general passenger agent. Failure to get such authority will result in agent being charged full tariff rate. When an order calls for more than one ticket, they must all be issued at the same time, unless otherwise specified. Whenever persons mentioned in the order are traveling together as a party, one ticket should be issued for the transportation of all.

What are special cars? For the movement of a private car or special coach to be occupied by a party exclusively, not less than the minimum of eighteen full fares is required for that number of persons or less, and one full fare for each person in excess of eighteen, with minimum of not less than $15.00 for any movement. For transfer of such cars between connecting lines occupying different depots at points like Chicago, special charge is usually required. Private cars are subject to inspection and acceptance of operating department previous to closing negotiations for movement.

Computing rates. Application should be made to general passenger agent for rate to points on foreign lines not shown in rate sheets. In case there is not sufficient time to do this, ticket may be sold to such point at rate quoted to first point beyond via the same route. Application for rates should always specify class and kind desired.

How are corpse tickets issued? One full first-class ticket with minimum of $1.00 to be endorsed "Corpse" is required for the transportation in baggage car of the dead body of a person of any age, in addition to a proper ticket for an escort who must accompany the corpse. Many Western railroads forward the corpse under a prepaid excess baggage check issued in exchange for the corpse ticket and then stamp escort's ticket "Not good unless presented with baggage check No.... for corpse." Other lines honor the corpse ticket as issued. Possibly one or two railroads relegate corpse transportation entirely to express companies. On certain fast limited trains over some lines a corpse will not be carried. Regulations, usually given on blank issued by general baggage agent, prohibit all cases of contagious disease, and permit acceptance of corpse for transportation only

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when properly encased for shipment in apparently good condition, and in accordance with requirements and with transit permit or certificate of proper health authorities. Several cities, including New York and Philadelphia, do not permit transfer of the corpse by vehicle through city without LOCAL permit.

Excursion rates for parties of twenty-five or more. An excursion rate of one and one-third of the local one-way fare for the round trip may be made for parties of twenty-five or more traveling together on one ticket between stations not exceeding one hundred miles apart, except that this rate does not apply between competitive points. The entire party must travel together on one ticket, both going and returning, and party ticket, form..... should be used. DO NOT ISSUE INDIVIDUAL TICKET UNDER ANY CIRCUMSTANCES. Limit going coupon to date of sale, return coupon, to day following, Sunday not being counted a day. Telegraph your division superintendent particulars of such parties, so that if necessary, arrangements may be made for their accommodation.

When other excursion rates are made. Special excursion (round-trip) rates are quoted for meetings, conventions, fairs, and other gatherings, in special circulars, such as for a Grand Army of Republic National Encampment, San Francisco, or in monthly circulars announcing rates and arrangements authorized for all current gatherings favorably acted upon. For large meetings, excursion (round-trip) tickets are sold. For smaller meetings, averaging an attendance of less than 500 or 300, according to circumstances, the special excursion rates are made on CERTIFICATE PLAN, whereby the attendant buys a one-way ticket at regular fare, secures a certificate-receipt therefor, presents it to joint agent at meeting, and when stamped by him and presented to ticket agent at place of meeting within time limit and other conditions, a return ticket to be endorsed "Delegate" is sold at reduced rate—usually one-third of the one-way fare. The circulars usually contain full instructions.

CERTIFICATE RATE BLANK.

How should tickets be arranged? Arrangement of tickets in case must be orderly and convenient. Local cases have tubes for card tickets in which the arrangement may be alphabetical or geographical; and hooks for simplex, coupon, or similar tickets, which are usually arranged in the numerical order of their forms, but some roads direct other arrangements. Interline tickets are usually arranged either in numerical order of their form num-

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Conductors will not Accept this Under Any Circumstances.

I certify that this is the regularly authorized Certificate of the **WESTERN PASSENGER ASSOCIATION**

Chairman.

W. P. A. Form 25.

CERTIFICATE OF ATTENDANCE AND FOR RETURN TRIP.

Invalid unless Reduced Rate has been arranged for and the conditions named below are fulfilled.

I HEREBY CERTIFY that the purchaser named on back hereof has been in regular attendance at the _____
Name of Meeting and of Society or Organization.
held at _____ and that One Hundred (100) or more persons, holding proper
Place of Meeting.
Certificates showing purchase of going tickets at more than fifty cents (50 cts.) each, have attended said meeting.

_____ {Secretary of Meeting or Society.

_____ Joint Agent.

If going ticket was purchased during three (3) days prior to announced opening date, or during the first three (3) days of meeting, this certificate when signed by the Secretary, **stamped and signed by Joint Agent**, and presented by **original purchaser**, not later than **three (3) days**, (not counting Sunday in any case) after date announced for close of meeting **to proper Ticket Agent having special instructions**, will entitle holder to purchase a continuous return-trip ticket at such reduced fare as may have been arranged for, **via same route** and between same points as going ticket.

Return tickets must be purchased before taking **the train, as otherwise full fare will be required.**

Ministers or others using reduced fare permits or commutation tickets of any kind are not entitled to the certificate plan reduction.

The Railways are not responsible for any condition or charge as to membership or otherwise which may be made by an organization in connection herewith.

JOINT AGENT.

STAMP HERE.

To be filled in by agent and receipted by purchaser at time of delivery of Return Ticket. Agents selling Return Tickets will endorse each coupon "DELEGATE."

Received one First Class Special Return Ticket, Form_____
No._____ From_____To_____via_____
at rate of_____ _____Purchaser.

Joint Agent's Stamp should appear ON FACE of this.

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Agent selling Original Ticket will Stamp this in Space indicated.

THROUGH & DAILY RAILROAD COMPANY.

SELLING AGENT

STAMP HERE

RECEIPT FOR FARE PAID. **CERTIFICATE OF STANDARD FORM, JOINT AGENCY RULE.**

Agents will give receipt on this blank for tickets purchased, whenever requested.

Received of M_____ **whose signature precedes,**

Purchaser must sign in ink in presence of Agent.

_____ Dollars, ($_____),

for **ONE** ticket from_____ to_____

Form_____ Number_____ via_____

Date_____ 190____ _____ Agent.

NO MILEAGE CERTIFICATE OR OTHER RECEIPT GIVEN.

This, when issued as a **Certificate** of going fare paid to meetings, does **Not** imply any reduced return rate, which will be available only if arranged for, and then only upon fulfillment of all conditions of certificate plan Joint Agency Rule; and the Railways are not responsible for any conditions or charge as to membership or otherwise which may be made by an organization in connection herewith. It is **Void** if altered or if not filled in, signed and stamped by agent.

Pass'r Traffic Manager.

Complete Route must be filled in Clearly when Tickets read over Connecting Lines.

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bers or alphabetically according to name of terminal line, as may be shown in charts of forms. Temporary forms of tickets for special occasions should be specially placed in ticket case convenient for the large use during the brief period.

How are discontinuing tickets noted? When receiving notice to discontinue sale of certain tickets or forms of tickets, the first ticket of each such form should be turned with the back outward on the hook, as a reminder that the form is off sale. If, however, the notice directs return of tickets, all thus called for must be taken from the case, a complete and accurate inventory made on a return invoice and the tickets returned therewith to the office designated.

Agent's duty with advertising. Agents will make best possible use of any advertising material sent them. When posters or handbills advertising special rates for fairs, conventions, etc., are received, they should be promptly distributed as widely and effectively as possible. Agents intrusted with advertising in local newspapers under standing contracts will exercise care and good judgment to secure best results, being particular to see that timely advertisements or reading notices are published of special excursion rates for occasions when so directed in circulars quoting same.

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BAGGAGE.

GENERAL INSTRUCTIONS.

Care for baggage. A. The relation and responsibility of common carriers to the traveling public require the most constant and watchful care of the traveler's property.

B. Station baggage agents, helpers, train baggagemen or common agents who are entrusted with its safe-keeping and proper handling, should ever bear in mind that nothing can be more annoying to the traveler than the loss, damage, or delay of his baggage.

C. Handle baggage with care and protect it from the weather (rain or snow) or theft (especially small pieces which can be carried away). Never leave baggage on the platform without watching it. Always place baggage in the depot as soon as practical.

D. *Privacy and security in baggage room.* Do not allow any person in baggage rooms except on business. Keep the windows and doors of baggage room securely locked during your absence.

E. COURTESY, both to passengers and employes of your own and other lines is enjoined; and all information or assistance should be given to passengers not inconsistent with the rules of the company or performance of your legitimate duties. Endeavor to make your own line popular; because its business is dependent on the good will of the people.

F. Station and train baggagemen must exercise all care possible in the loading and unloading of baggage, and in handling it while in their custody at stations or in cars.

G. Agents, station baggage agents and train baggagemen will be held personally responsible for any loss, delay or damage to baggage resulting from carelessness of any nature on their part while in their possession.

H. Employes in the baggage department are expected and required to report at once, by letter or by telegraph to the general baggage agent, any matter relating to the department which, in their opinion, requires especial attention.

I. These rules govern station agents, station baggage agents, train

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baggagemen and all other employes of your company having occasion to handle baggage, and no willful violation of them will be tolerated.

GENERAL RULES.

1. *Time to check.* Notify hotels, transfer lines and others concerned that baggage must be delivered at the deport for checking and weighing in reasonable time before train is due to leave, otherwise it is likely to be held over until next train. Every effort must be made to check and forward baggage on same train with passenger, but when baggage is not delivered at station in sufficient time to properly weigh and make necessary collections, passenger must be informed that baggage will be forwarded on following train, and that in case of any excess or other charges, C. O. D. will be placed thereon.

2. *What baggage consists of.* Baggage consists of wearing apparel and such personal effects of passengers as may be necessary for their journey, and will be checked upon presentation of proper transportation when enclosed in receptacles which will insure safe transportation, such as trunks, valises, telescopes, satchels, leather hat boxes (containing personal effects and provided with suitable handles), sailor's or emigrant bags.

3. *Articles that may be checked.* The following articles will also be checked and included in the weight of passenger's baggage: Tool chests; miners' bags; saddles in bags; steamer chairs; invalid chairs; guns in cases; golf, cricket, base ball or other club paraphernalia in closed receptacles.

4. *Baby carriages.* Baby carriages, go-carts and baby sleighs, when containing only necessary articles, such as pillows, robes or blankets, may be checked subject to the same charge as for fifty (50) pounds of excess baggage. No charge less than twenty-five (25) cents. This charge is separate from, and has no connection with, the charge for excess baggage proper.

5. *Bicycles and tricycles.* Bicycles and tricycles may be checked subject to the same charge as for fifty (50) pounds of excess baggage, except that they may be checked free between stations within the state of ARKANSAS and COLORADO where the law requires they be checked as part of baggage allowance. Also between Chicago and Blue Island; see suburban bicycle tariff. Bicycles or tricycles checked from a point in one state to a point in another state must be collected upon. For such articles in excess of fifty (50) pounds actual weight to be charged for any one passenger.

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6. *Parts to be removed.* Lamps, cyclometers and tool bags must be removed before such articles are accepted for checking.

7. *Automobiles and motor-cycles.* Automobiles, motor-cycles or motor tricycles will not be carried in baggage cars on regular trains.

8. *Theatrical baggage.* The properties of theatrical companies, such as wearing apparel, stage properties, gas cylinders, musical instruments (except pianos and organs weighing over two hundred and fifty pounds), scenery, dogs or other small animals used in producing a theatrical performance, concert, lecture, or other public entertainment, may be checked or billed in baggage cars, regular rates for all over free allowance being charged. Ponies, donkeys, or other large animals must not be accepted for transportation in baggage car, except on special order from proper authority in each case. Release or live stock contract must be executed, subject to the usual rules and regulations governing the carriage of live stock, and such release or contract must be signed at the original contracting point to protect all lines in interest. Issue a separate check for each piece of theatrical property except when accepted in bulk at owner's risk and carried in special baggage or box car.

9. *Peddlers' Pack.* Peddlers' packs may be checked and transported in baggage car between points on your own line, charging for total weight at regular excess baggage rates.

10. *Cash registers.* Cash registers are checked locally between points on your own line when securely encased in a box provided with handles and released on proper form.

11. *Articles which must not be checked.* Animals; band boxes; boxes or barrels of fruit; bundles in shawl straps; explosive matter; furniture; gambling devices; game; groceries; goods of extraordinary value; household goods; jewelry in trunks or cases; liquids; merchandise; musical instruments; oil or gas stoves; organs; paper packages; patent fence, gates, or ladders; perishable articles; piano movers; pianos; scales; sewing machines; valuable laces in trunks or cases; wagons and carts, and other property liable to suffer damage from ordinary handling. When such articles are presented refer owner to express or freight agent.

12. *Address on baggage.* Advise all interested that baggage should have the name and place of residence (town, county, and state) of the owner placed on one end; it can either be painted, tagged or placed upon a card tacked upon the baggage. By so doing the loss of baggage is almost impossible.

13. *One at a time.* To avoid mistakes when two or more passengers

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apply at the same time to have their baggage checked, wait upon one at a time.

14. *Prohibited property not to be accepted when known.* Perishable articles, jewelry, merchandise, money and property excessive in value, enclosed with baggage, will be at owner's risk of loss or damage, arising through any cause whatever, as it is not the intention of this company to become responsible for such as baggage, and passengers should be so advised. When presented by passenger as baggage, the nature of the contents of the article is not supposed to be known to the baggage agent; it is necessary, however, that reasonable care be exercised that prohibited property, when actually known to be such, will not be accepted for checking. If a trunk or case is presented which baggage agents have sufficient reasons to believe contains jewelry, valuable laces, or money, they will refuse to check it until the owner certifies in writing that the trunk or case does not contain such prohibited property, or signs proper baggage department release. A record of the number of check placed on the baggage, with destination and date, should be sent without delay to general baggage agent. Such other notation as "Owner's statement, not jewelry, valuable laces or money" to be placed on forwarding bill form opposite check numbers.

15. *Articles transported in baggage cars subject to limitation.*

A. Wearing apparel, musical instruments, gas cylinders, stage properties, scenery and live animals used in producing a theatrical performance, concert, lecture or other public entertainment upon the stage of a theatre or hall may be transported in baggage cars subject to limitation in aggregate weight or quantity.

B. Release or live stock contract must be executed in all cases where animals are transported in baggage cars subject to the usual rules and regulations governing the carriage of live stock, and such release or contract must be signed at the original contracting point to protect all lines in interest.

16. *Transportation of dogs.* Hunting or pet dogs in crates or provided with collar, chain and tag showing name and address of owner will be carried free in baggage car at owner's risk and the companies' convenience. Not more than two dogs will be carried for any one passenger, whether crated or not; a greater number must go by express. Proper baggage department release form should be signed by owner and witnessed by agent or baggageman. Train baggagemen on most roads are allowed to accept whatever is tendered for their care, but are not permitted to demand compensation.

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17. *Dogs for bench shows.* Owners of dogs for bench shows should be referred to the express company and informed dogs will not be transported in baggage cars.

18. *Fish and small game.* Fish and small game in quantities not to exceed 50 pounds, when in season, properly addressed and accompanied by hunters and fishermen who are not violating state game laws or supplying the market may be carried free in baggage car, at owner's risk, on presentation of proper passage ticket.

19. *Bad order baggage.* Baggage master or agents must be very particular to notice the condition of all baggage, bicycles, etc., before issuing checks for same. If locks or hinges are broken or gone, or if unlocked, it will come under the head of "Bad Order." If damaged in such a manner that will make it unsafe to transport you will call the passenger's attention to the conditions and decline to check until the proper release form is properly signed; in which case make notation on baggage waybill and other records what bad order consists of and also make a report to the general passenger agent. When baggage is in bad order render passenger all assistance you can consistently to make the necessary repairs, making no charge for your service. Upon receipt of baggage at junction, transfer, or checking points, each piece must be examined, and if in bad order it must be described by writing directly over the check number, the abbreviation for the description of bad order on the daily report, and the attention of the party delivering the baggage called to the condition of same.

Form 1102. (A) F 119 9-02. 50M.

REPORT OF BAGGAGE IN BAD ORDER.

I have in Bad Order from *Chicago, Ill.*, the following described Baggage, viz: *1 Zinc Trunk* Checked from *Chicago* to *Colfax, Iowa,* bearing *C., R. I. & P.* Check No. *46860*

State in Full, Nature and Cause of Bad Order *Trunk lid came open and contents spilled in unloading Lock apparently useless.*

Jones, T. B. M. or *C. W. Jones,* Agent.

May 10, 190 *6.* Train No. *3* *Colfax, Iowa,* Station.

A SEPARATE BLANK MUST BE USED FOR EACH PIECE IN BAD ORDER. TRAIN BAGGAGEMEN WILL ENCLOSE WITH THEIR TRAIN REPORTS. AGENTS WILL FORWARD TO GENERAL BAGGAGE OFFICE BY FIRST TRAIN. FAILURE TO REPORT PROMPTLY WILL BE CONSIDERED GROSS NEGLIGENCE.

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20. *Free allowance of baggage.* A. One hundred and fifty (150) pounds of baggage will be checked free for each passenger presenting a full ticket, and seventy-five (75) pounds on each half ticket, except that 200 pounds will be checked free for each passenger presenting a full ticket and 100 pounds free for each child's half ticket presented. Half fare or special tickets presented in connection with half fare or special permits will be treated as full tickets and the usual free allowance will be made. B. Only the regular allowance will be checked free on passes, whether held by employes' or others, unless excess weight is covered by an order from proper authority. For railroad officials or others holding annual or trip, or combination tickets and passes, baggage may be checked through to destination except in cases where wagon transfer is required at junction points, then baggage should not be checked beyond such junction points.

C. *Trans-Pacific steamship business.* On Trans-Pacific steamship business where steamship ticket or order is presented in connection with railroad ticket, whether originating in or passing through the United States to Trans-Pacific ports, the several lines interested will allow three hundred and fifty (350) pounds of baggage on each full ticket of any class, and one hundred and seventy-five (175) pounds on each half ticket. Baggage must not be checked beyond Pacific Coast terminals.

D. *Free allowances to salesmen with helper.* When a traveling salesman is accompanied by a helper who is solely in his employ, or that of the firm he represents, the proper free weight may be allowed in checking baggage on both tickets. In other cases do not check free over 150 pounds for one passenger even if he presents more than one ticket, or for two passengers when you know the baggage belongs to and is being carried for one of them.

21. *Checking for one person holding ticket for self and members of same family.* When one person holds tickets for self and members of same family you will make the usual free allowance for each ticket presented. In the event of disagreement request the person claiming ownership to describe contents and produce keys; politely explain the necessity of taking such precautionary measures. If keys cannot be produced by both persons it is considered proof that one person owns the baggage.

22. *Checking baggage on commutation tickets.* The usual free allowance is checked on commutation tickets which should be cancelled with "B" punch.

23. *Excess.* 1. All baggage weighing in excess of the free allowance authorized will be subject to a charge per hundred pounds, in accordance

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with current excess baggage tariffs, with certain exceptions in west-bound business which will appear in current rate-sheets. No charge of less than twenty-five (25) cents to be made in any case. Excess baggage rates must not be based on temporarily reduced, special, party, or excursion passenger fares quoted from time to time. Excess baggage collections will be remitted in accordance with instructions from the accounting department and reported to the auditor passenger traffic.

2. *Detaching excess baggage coupons.* When detaching coupons for excess for baggage tickets see that you detach the correct amount to cover charges. Coupons thus detached should be cancelled with "B. C." or "L" punch, or by writing the word "cancelled" with ink on same and return with report to auditor passenger traffic. Detached coupons must not be received unless the baggage ticket is shown, and the numbers on coupon compared with numbers on ticket.

3. *Charges for excess should be prepaid.* Charges for excess baggage should be prepaid. Baggage must be delivered at the station in sufficient time before departure of train on which it is supposed to go, to afford ample opportunity to weigh, make collection and issue excess check.

4. *Sufficient time is required to weigh and check baggage.* Every effort should be made to check and forward baggage on the same train with passenger, but when baggage is not delivered at station in sufficient time to properly weigh and make necessary collections, passenger must be informed that baggage will be forwarded on following train C. O. D. for excess or other charges. In case of controversy arising from enforcement of this rule take note of time baggage was delivered and report all facts in the case at once to the general baggage agent.

5. *Weigh baggage, variation of scales, etc.* Station and baggagemen must weigh all baggage which they have reasons to believe exceeds the free allowance. Do not take passengers' weights given of their baggage.

Ten pounds on any one lot may be allowed for possible variations of scales, but they must positively refuse to receive or check a piece of baggage weighing over two hundred and sixty (260) pounds. This exception is not to be construed as allowing over 250 pounds to each piece, but only allowed for variation of scales. When weight of baggage exceeds 160 pounds the excess will be collected on all over 150 pounds.

24. *Proper issuance of excess baggage checks.* When excess baggage collections are made an excess baggage check printed on red card-board will be issued as a receipt for amount paid, and also as a check for one piece of baggage. Only one excess check will be issued on any one lot of baggage,

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and regular baggage checks will be issued for other pieces. The route and destination of checks must correspond with that of the passage ticket on which the baggage is checked. The number of tickets and the amount collected must be shown on strap and duplicate checks, and the check number covering other pieces of baggage inserted in space provided for that purpose on strap check. Excess baggage checks must be issued in consecutive order.

25. *Local excess baggage.* Local excess checks must be used on all local prepaid excess baggage collections, also for baggage checked on money excess baggage tickets. Agents receiving the baggage will detach the string check when delivering, enter gross weight on back of duplicate in space provided and enclose duplicate with excess baggage report at end of month to auditor passenger traffic; send string portion to general baggage agent as soon as stripped. String and duplicate excess of foreign lines issued will be disposed of in the same manner.

26. *Foreign excess baggage checks.* Foreign prepaid excess checks properly made out and strap and card check inserted in brass holder will be used for all prepaid excess baggage destined to points on foreign lines. Baggage must not be checked beyond the point to which passenger holds ticket, and collection for excess baggage must be made through to the point to which baggage is checked. The route and destination of checks must correspond with that of the ticket on which the baggage is checked. When baggage is not checked through to destination of ticket do not promise that the same amount of free baggage will be allowed from the point at which rechecked, but that it will be rechecked subject to the rules governing the checking of baggage at such point.

27. *Prepaid permits.* These are used by traveling men for convenience, one paying of excess baggage sufficing where otherwise it would necessarily have to be figured many times. They are issued at certain stations for through business, but are not usually issued to destinations on a local system. Permits must be properly filled out in ink as per instructions printed thereon and notice coupon sent to auditor passenger traffic with reports, and must be reported with excess checks. Any lot of baggage carried under prepaid permits should bear an excess check. This excess check should give reference to the number of the prepaid permit, the name of the road issuing it, and the excess weight. This applies not only to the party issuing the permits, but to all agents rechecking on permits at intermediate points. The report to auditor passenger traffic of these ex-

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cess checks should give reference to the number of the prepaid permit and the road issuing it.

28. *Excess money books, or scrips.* For the benefit of "runners," books containing coupons or tickets with face values varying from $15.00 and sold for $12.00, or $12.50 and sold for $10.00, the coupons will be accepted in payment for excess baggage charges. All are sold at less than face value and are generally good for one year from date of issue.

29. *C. O. D. local, or foreign.* Forwarding agent must collect all charges for excess baggage, storage, transfer, etc., when it is possible to do so, but where the collection cannot be made at initial point forward baggage under "C. O. D. CHECK FORM" as per printed instructions thereon.

30. *Fill out C. O. D. checks properly.* In filling out these checks the route and destination of baggage must correspond with the route and destination of ticket on which baggage is checked. Put the strap check in brass shell, give the duplicate check to the passenger, send agent's stub to auditor passenger traffic with monthly report of excess collections.

31. *When collection is to be made on more than one piece belonging to same passenger.* When more than one piece of baggage belonging to the same passenger is to be collected on, use the regular "Local" or "Special" checks for all the pieces, except one, upon which the C. O. D. check is placed. Fill in spaces provided on C. O. D. Check the number of the checks on the other pieces. If duplicate C. O. D. check is given passenger show on it the amount to be collected, number of all the checks covered by the C. O. D. and send the other duplicate checks to agent at destination with letter of advice referring to the collection.

32. *When passenger is ahead of baggage.* In case passenger is ahead of baggage, or checks are issued by transfer company or at city offices, detach the strap check from one of the pieces and check the baggage with a C. O. D. check in brass shell; show on face of strap check the total amount to be collected, the number of the other pieces of baggage covered by the C. O. D. and the kind and number of the duplicate check held by passenger for that piece of baggage (the kind and number of strap check detached); on the reverse side carefully note in the spaces provided, whether for excess, storage or transfer and the company or depot to which it belongs, so that the accounting department can properly report the amounts collected. Enclose the duplicate C. O. D. to agent at destination, with letter of advice on proper form and send the strap check detached to general baggage agent, showing destination and route passed over and agent's stub to auditor passenger traffic.

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33. *Forwarding C. O. D. baggage to another station for collection under C. O. D.* When baggage is received on which collection is to be made and it is necessary to recheck and forward under C. O. D., take up original C. O. D. check and issue a new check, adding to the first amount the storage, excess or other charges; attach the strap check of the original C. O. D. to the stub of the C. O. D. issued and send to auditor passenger traffic. Make a memorandum of such cases for future reference.

C. O. D. remittance. Remit all collections made on C. O. D. checks in accordance with instructions from accounting department and include the amount on monthly report of excess baggage collections; send duplicate check with report to auditor passenger traffic. Exercise care to protect all collections, as in case of failure to do so the party at fault will be held responsible for the amount that should have been collected.

34. *Authority for checking.* Proper transportation must be presented before baggage is checked. Ticket must be examined and baggage must not be checked beyond the point to which ticket reads; nor via any other route other than designated on ticket.

35. *Checking short of destination.* At the request of passengers holding first-class unlimited tickets, checks may be issued to any point short of destination. Baggage must not be checked short of destination on limited tickets of any class, except those on which stop-over privileges are granted.

36. *Checking baggage on exchange orders.* Baggage may be checked to destination of passengers holding exchange orders, provided they show full route to destination. If the route is not clearly shown, or if the passenger has a choice of routes from a certain station the baggage should be checked to the point at which the ticket is to be exchanged and passenger notified accordingly.

37. *Transportation to be cancelled at time baggage is checked with "B. C." punch, or endorsed "B. C."* 1. When a ticket is presented for the checking of baggage it must be cancelled with "B. C." punch, or if the agent is not provided with a punch it should be written on the face of the ticket to prevent checking of additional baggage.

2. Agents issuing tickets upon exchange orders that bear "B. C." cancellation should be particular to cancel tickets issued in the same manner. Cancel transportation with B. or B. C. punch at the time baggage is checked.

3. When tickets bearing "B. C." punch or "B. C." written on back are presented for baggage to be checked, agents will refuse to check ex-

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cept upon payment of regular excess baggage rates for the entire weight of baggage, or upon purchase of another ticket. Or if mileage ticket is presented with "B. C." punched or written thereon, or baggage coupons detached from unused mileage strip, agents will refuse to check the baggage except upon payment of excess baggage rates for entire weight of the baggage for distance previously checked.

4. When baggage is checked to the destination of an interline ticket cancel contract and each coupon thereon with B or "B. C." punch.

5. When baggage is checked short of destination, cancel with B or "B. C." punch only the coupons covering journey to intermediate station. Note on back of contract of ticket "Baggage checked....."

Checking baggage through over wagon transfer. Baggage must not be checked through on a series of mileage tickets, passes, or other broken transportation that does not provide for transfer at junction points where wagon transfer is necessary. Sample baggage will not be checked through to a point where a wagon transfer is involved, except that one trunk or the usual free allowance may be checked through to destination on through (not mileage tickets), the balance to be checked to point where such transfer is made and owner notified that same will have to be rechecked from such point.

38. *Checking baggage on mileage tickets.* One hundred and fifty (150) pounds legal baggage not exceeding one hundred dollars ($100.00) in value will be checked free on proper detachment of baggage coupon by agent; but baggage will not again be checked until that portion of mileage strip from which detachment is made is used for passage, except upon payment of excess baggage rate for entire weight for the distance covered by detachment.

Checks must show destination, state, route, and junction points. Checks must show destination, state, route, and each junction point from starting point to destination. If there is insufficient space on the check, or if joint check is used, attach a tag giving this information.

39. *Baggage for Mexico and Canada.* When baggage is destined to points in Mexico, check it to New Laredo, Mexico (opposite Laredo, Texas), Ciuidad, Porfirio Diaz, Mexico (opposite Eagle Pass, Texas) or Nogales, Arizona, in accordance with the passage ticket. It will be examined by customs officers there and rechecked to destination. The Mexican portion of the ticket must not be cancelled with "B. C." punch. Baggage may be checked to any point in Canada to which tickets are sold, but passengers should be notified that they must have baggage examined by customs of-

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ficers at the boundary line if no customs inspector is located at the point to which their baggage is inbound.

40. *Checking baggage to points north of Portland, Oregon.* In checking baggage on through tickets reading via Southern Pacific or O. R. & N. Ry., you will check to *Portland only* and inform passengers that they must have baggage rechecked at that point.

41. *Delivering baggage short of destination.* Do not deliver baggage short of destination of passengers holding tickets that are not good for stop-over privileges, except baggage may be delivered enroute to passengers who hold second-class or continuous passage tickets upon surrender of the unused portion of such ticket. If such baggage has reached its destination it will be returned free if tickets are surrendered, otherwise its return must be paid for at gross weight. Identification thereof must be required before baggage is delivered. Make note of delivery on back of ticket surrendered, giving name of passenger, number and kind of check baggage bore, date and place delivered, and enclose ticket and checks with letter giving full particulars, by first passenger train under register, to the general baggage agent.

42. *Drovers' ticket or live stock contract.* Do NOT check baggage on live stock contract or drovers' tickets unless authorized by proper official of the company.

43. *Checking via stage lines.* Baggage must not be checked via stage lines, except where instructions exist so to do.

44. *Check single pieces only.* Check single pieces only; that is, check no trunk, valise, bag, satchel, bundle or other article with any coat, blanket, umbrella, cane or other article, parcel, or bundle, lashed, strapped, tied, or otherwise fastened to it. Baggage must not be accepted for checking unless in proper shipping condition.

45. *Do not issue checks unless baggage is in your possession, or passenger surrenders R. R. or transfer check.* Agents will not issue checks unless baggage is in their possession or passenger surrenders a railroad or transfer company's check calling for the baggage. Under no circumstances issue check upon the statement that baggage will be delivered later. In such cases take owner's name, destination, number of tickets held, description of baggage, and say baggage will be forwarded when received and duplicate check sent to agent at desti . ion, at which point full identification will be required.

46. *Checking small hand baggage.* Avoid, as far as possible, checking small satchels or any kind of small hand baggage. This rule is espe-

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cially important during such times as fairs, excursions, circuses and other occasions when unusual numbers of people are traveling. Politely advise passengers of the importance and advantage to them in retaining under their personal charge valises, satchels and other light baggage on such occasions.

47. *Storage charges (except in Arkansas).* Storage will be charged on each piece of baggage, either inbound or outbound, checked or not checked, remaining at station over twenty-four hours, as follows: The first twenty-four hours, free. The second twenty-four hours, or fraction thereof, twenty-five (25) cents. For each succeeding twenty-four hours, or fraction thereof, ten (10) cents. Except that baggage received at any time Saturday will be held until the same hour Monday, and baggage received any time Sunday will be held until midnight Monday without charge. This exception will also apply to legal holidays.

48. *Storage charges in Arkansas.* By a recent act of the legislature of the state of Arkansas, storage charges on baggage on hand in baggage rooms within the state shall be regulated as follows: "Railroad companies shall not charge storage for the first forty-eight (48) hours, nor more than five (5) cents per day, after the first forty-eight (48) hours, on baggage not exceeding one hundred and fifty (150) pounds."

As the above quoted law applies to baggage not exceeding one hundred and fifty (150) pounds in weight the following rules will be carefully observed, viz: Baggage not exceeding one hundred and fifty (150) pounds in weight to each passenger may be allowed to remain on hand free of storage charges forty-eight (48) hours. All baggage not exceeding one hundred and fifty (150) pounds in weight to each passenger remaining unclaimed OVER forty-eight (48) hours, storage will be charged at rate of five (5) cents per piece for each day or fraction thereof. All baggage exceeding one hundred and fifty (150) pounds in weight to each passenger will be subject to the following storage charges:

*Baggage received under check and not removed within twenty-four (24) hours after arrival at destination, shall be subject to a charge of not less than twenty-five (25) cents per piece for the second twenty-four (24) hours or fraction thereof, and not less than ten (10) cents per piece for each succeeding twenty-four (24) hours or fraction thereof. The utmost care must be used to positively know, through actual weighing, that such baggage clearly exceeds one hundred and fifty (150) pounds in weight.

EXCEPT that Sundays and legal holidays shall not be counted when any portion of the first twenty-four (24) hours falls thereon. Thus baggage

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checked or not checked, received any hour Saturday will be stored free of charge until same hour Monday; when received any hour Sunday will be stored free up to and including 12 o'clock Monday night. This rule also includes legal holidays.

The actual weight of all baggage on which storage is collected, must be hereafter entered on each coupon of storage check. In event the passenger has two or more pieces of baggage storage will be charged based on the total weight thereof, but if such weight exceeds one hundred and fifty (150) pounds each piece in that lot shall be charged for as directed. Baby carriages, bicycles and tricycles, not being classed as baggage, storage will be collected.

49. *Lost articles found at stations.* Lost articles found in waiting rooms or at stations will be held thirty days. If not called for by owner within that time, send to general baggage agent under green unclaimed tag, form G. B. O. ——, marking both original and duplicate "Lost Article" and give full description and marks, if any, on back of duplicate. Agents and train baggagemen must make complete record of articles handled, under form G. B. O. ——.

50. *Agents receiving lost articles.* Agents receiving parcels under tag G. B. O., form ——, will forward to general baggage agent, if not called for within twenty-four (24) hours, as per instructions printed on back of tag.

51. *Lost articles found by car cleaners.* Lost articles found in coaches by inspectors and car cleaners at terminals will be turned over to ticket agent with lost parcel tag G. B. O., form ——, attached, sending stub to general baggage agent.

52. *Lost articles found on trains.* Lost articles found on trains will be turned over by conductor to ticket agents at end of their run, with lost parcel tag G. B. O., form ——, attached; conductor will send stub to general baggage agent.

53. *Train mail.* Under the United States postal law and regulations, train mail must not be carried in the baggage car without the prepayment of postage, except in the following cases: Mail matter from one official or employe of the railroad company on its lines addressed to another official or employe of and upon the lines of same, pertaining strictly to the business of the company.

54. *Joint business.* Mail matter from an official or employe of the railroad company upon its lines addressed to an official or employe of and upon a connecting line of railway and pertaining strictly to business

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in which the railroad and such connecting railway have a direct interest. Every such package must be plainly marked "Joint Business."

Mail matter from a connecting line of railway addressed to an officer or employe of and upon the lines of the railroad company, pertaining strictly to business in which the railroad company and the connecting railway is directly interested. Every such package must be plainly marked "Joint Business."

Correspondence and reports passing between agents of the railroad company, on its lines, and agents of the car service associations, demurrage bureaus, union depot companies or terminal associations and joint car inspectors; The Western Railway Weighing Association located at any local or terminal station of the railroad and pertaining to business of the company.

Printed matter, such as circulars, tariff sheets, etc., also tissue copies of waybills, not accompanied by letter, when enclosed in unsealed envelope or other cover permitting inspection. Mail matter from an official or employe of the railroad company pertaining strictly to business of the company, addressed to any person or persons upon its lines. Every such letter or package must bear the imprint of the official stamp of the forwarding office.

20. *Forwarding baggage.* No order for the forwarding of baggage will be recognized, except from an official of the company, conductor, agent or baggageman in its employ.

55. *Baggage short.* When baggage is short, telegraph the general baggage agent at once (and, if local baggage, the station where baggage is held if known) giving the following information: (1) kind of check, and its number in words, not figures; (2) when and where checked; (3) full route and description of baggage. If thought to have been carried by, telegraph the train baggageman. Notify the general baggage agent at once when delayed baggage is received. All telegrams should be signed with full name of agent, and not "Agent" or "Baggage Agent," nor by initials only.

When necessary to telegraph regarding stray baggage do not say "passenger presents," or "party holds," but give owner's full name. When necessary to forward baggage unaccompanied by owner check it to destination and enclose duplicate check to agent at that station with advice, form ——, giving owner's name, what he holds to show for baggage, and such other information as may be necessary, keeping an impression copy of the form for reference. Agents must be careful in the delivery of baggage so forwarded.

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56. *Opening baggage enroute.* Passengers may be allowed, for urgent reasons, to open baggage enroute. All such cases must be mentioned on report of agent or train baggageman.

57. *Baggage on freight trains.* Baggage forwarded by freight trains without train baggagemen must not be checked, but will be handled on freight train baggage waybill, Form G. B. O. ——, at owner's risk. Agents will be particular to so notify passengers. Loss or damage to baggage being assumed by passenger when baggage is forwarded by freight trains he will be entitled to same weight of baggage free on his passage ticket as that allowed on regular passenger trains, and all excess will be charged for at regular excess rates. A separate waybill must accompany each passenger's baggage and be delivered by conductor to agent at destination, who will forward to general baggage agent by first train. Issuing agent will send stub of Form G. B. O. ——, to auditor passenger traffic with monthly report of excess baggage collections.

58. *Milk or cream shipments.* Agents will keep a complete station record of all milk and cream shipments by baggage car, either on milk tickets, or under C. O. D. waybills, Form ——. Records and waybills should show shipper's name, consignee, destination and ticket numbers. Empty cans returned will be billed in same manner on Form —— as full cans with exception of ticket number, as they are returned without ticket, noting in each case on waybill "Empty Can." Observe closely the instructions printed on waybills.

59. *Waybill form furnished train baggagemen.* A waybill, Form ——, must be furnished each train baggageman for all baggage and United States mail forwarded by his train, including unchecked property, such as eating house supplies, company supplies, etc., giving name of person to whom all registers are addressed. In destination column write name of station in full; do not use station numbers.

60. *Double checking.* Both strap and duplicate checks should never be attached to baggage. When it is necessary for any reason to forward baggage from one local station to another, unaccompanied by the owner, the strap check will be attached to the baggage and the duplicate enclosed with Form —— properly filled out and sent to the agent at destination. In using this form the number of the original check should be given, as well as the number of the check under which the baggage is sent. If the baggage bears a foreign or reversible check it will be taken off, and the agent at destination should take up and transmit the duplicate to the point from which the baggage was forwarded to him.

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61. *Access to baggage while checks remain attached.* Do not allow passengers access to their baggage, nor permit anything to be taken out while check remains attached, but deliver baggage to owner, taking up duplicate check, except as provided for in Rule 56.

62. *String and duplicate checks to correspond.* When checking a piece of baggage always be sure that the string and duplicate checks are matched in numbers, and that the route and destination thereon correspond with that printed on ticket held by passenger.

63. *Identifying baggage.* Baggage must not be checked for anyone except the owner, or someone who can identify the baggage. If any doubt arises as to the proper piece of baggage, require the owner to produce key and open the baggage in order to satisfy yourself beyond a doubt as to the ownership. Permit passengers to compare checks with those on their baggage.

64. *Letters prefixed and affixed to checks.* When a check number is prefixed or affixed with a letter of the alphabet, the letter as well as the number must be given in all communications, waybills and reports.

65. *Supply of checks on hand.* Agents must keep a sufficient supply of checks on hand to properly take care of the business from their station.

66. *Fill out in ink.* Exercise great care in filling out checks. WRITE STATION NAME IN FULL WITH INK, or use rubber stamp. DO NOT USE STATION NUMBERS on checks.

67. *Baggage delivered without waybill.* Should baggage be left at your station by trains without waybills notify general baggage agent by letter, giving number of train by which it was left and date, number and kind of check, if checked. If no checks are attached give full description and marks.

68. *Shortage of baggage.* When a duplicate check is presented for baggage which has not arrived, agents will obtain from the passenger a full description of the baggage wanted, with marks, if any thereon, and notify the general baggage agent at once by telegraph, giving a description of baggage, number and kind of check, date and train on which it should have arrived, station at which it was checked, and any special information which may be of use in tracing it. On receipt of baggage which has been reported short, agents must inform the general baggage agent immediately, giving check numbers, date and train by which received.

69. *Weekly report of baggage on hand.* Baggage agents will make report weekly on Form —— of all baggage on hand at the close of the day's business each Saturday and send to general baggage agent.

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70. *Baggage received and forwarded; station record.* Agents and baggage agents will keep a complete station record of all baggage received, delivered and forwarded, also company material, valuable letters, mail pouches and packages pertaining to company's business, taking receipt for all registers delivered.

71. *Claims for damage, loss or delays.* When claims are presented they should be in the form of an affidavit giving an itemized list of articles alleged to be lost or damaged, and value of each, also show check numbers, date, train, etc., and forwarded to general baggage agent without delay, accompanied by letter from agent giving all information possible which may be of service in fixing responsibility for such loss, etc. Baggage is in bad condition if unlocked, a hinge or clasp broken, slats split, or in any way mutilated or crushed.

72. *Attachments.* When baggage is attached under legal process the agent should remove strap check and notify the general baggage agent by wire, giving full particulars. Information as to whether the company has baggage belonging to a particular person should not be given.

UNLOADING.

73. *Use skid or plank when not provided with a truck.* When baggage cannot be handled safely from baggage cars at stations not provided with baggage truck, a plank or skid must be used. In no case allow baggage to drop from car to platform or ground. If baggage is damaged while being unloaded from train a full statement of all the facts, including date, train, number and kind of check, description of baggage, nature and extent of injury must be sent immediately to general baggage agent.

74. *Register stamps.* Register Stamps Form —— will be furnished officials and the larger stations on application to the general baggage agent to be used only on VERY IMPORTANT mail or small packages pertaining strictly to companies' business. A complete station record must be kept of all registers showing the stamp number, name of party to whom addressed, and destination.

75. *Tags must only be used on baggage once.* Tags used on baggage from one station to another must, under no circumstances, be used again, as first destination on tag may cause confusion if used a second time.

77. *Loss of duplicate check by passenger.* A collection of fifty (50) cents must be made for each lost duplicate check, whether metal or paper. Before delivery such baggage must be thoroughly identified and receipt

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upon Form —— obtained, as required by existing regulations. Excess baggage tag Form G. B. O. —— must be issued for the fifty (50) cents collected and endorsement made IN INK upon face of each portion of excess tag, thus: "FIFTY CENTS COLLECTED, LOST CHECK NO. ——." The various portions of excess tags to be disposed of as follows:

AUDITOR'S STUB to be retained for record from which to make report. PASSENGER'S DUPLICATE to be given to passenger as receipt for the fifty cents collected. STRAP PORTION to be forwarded promptly with strap or string check to general baggage agent, accompanied by receipt for lost check, Form ——.

Parties identifying baggage and paying for lost check may be informed that upon receipt by this department of the missing check, accompanied by receipt, refund of the amount paid, viz: fifty (50) cents will be made. Passengers will also be required to identify baggage forwarded from other stations when the duplicate is received in a letter to the agent, and when received from a foreign road the receipt of the passenger should be taken and sent to the general baggage agent.

76. *Baggage cars in charge of baggagemen.* It is expected that special cars of checked baggage while enroute over any portion of road will be in charge of the train baggageman; when for any reason, however, it has not been so arranged, baggage agents will, under no circumstances, permit any person not connected with the baggage department to have access to such cars, but will see that they are securely locked before starting for their destination. When cars are so forwarded the agent at destination and the general baggage agent will be notified by telegraph of the fact, with statement of the number of pieces and check numbers.

78. *When improper articles are delivered by other lines.* Agent at junction points receiving improper articles on through checks will forward to destination and report full details to the general baggage agent.

79. *Mismatched, mutilated, or odd checks.* All mismatched, mutilated, or odd checks will be forwarded to the general baggage agent.

NON-AGENCY DELIVERY.

80. *Baggage to flag stations.* In checking baggage to flag stations where there is no agent on duty, inform passenger that check must be surrendered before train stops and baggage stripped before leaving car; passengers must claim baggage at the baggage car, or it will be carried to the next station where there is an agent on duty.

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81. *Special checks at non-coupon stations.* In order that agents at non-coupon stations may be in a position to check baggage to foreign lines when through tickets are presented they will have on hand a limited number of card special checks (not less than five) which will be furnished on application to the general baggage agent. The string check should be filled out carefully with pen and ink, and show in plain letters the destination point and the state, and initials of lines over which baggage is to be forwarded. When issued in connection with a through ticket showing an omnibus coupon no reference to transfer is necessary on the check, but the junction point should be shown on the check or a supplementary tag, where it is to be delivered to connecting lines.

82. *Do not allow unchecked or unmarked property loaded in baggage cars.* Station agents are responsible for all property forwarded in baggage cars from their stations, and will allow no baggage loaded in car unless checked, and no article of supplies or unchecked property that is not plainly marked for proper destination.

83. *Station baggagemen at car door soon as train stops.* On arrival of passenger trains station baggage agents are expected to go directly to the door of the baggage car to receive mail, baggage and supplies. A truck or skid must always be used in unloading. Baggage must not be dropped from the car door to the platform.

84. *Outgoing baggage, mail, etc., ready to be loaded.* After baggage has been received from the car, the baggage to be forwarded (which should be placed on a truck beforehand) will be immediately loaded. It is important that trains be delayed as little as possible at stations, and station baggagemen are expected to have everything in readiness before their arrival.

85. *Baggage left at wrong station will be forwarded to proper destination.* Destination cards on baggage received from trains will be carefully examined and, if it is found that any baggage is destined to another station, it will be forwarded to proper destination by first train and the general baggage agent advised by letter.

86. *Note condition of baggage when received from trains.* A waybill will be received from the train baggageman showing all check numbers, mail and supplies left at the station. The condition of baggage should be carefully noted and train baggageman's attention called to it at once, if possible, before train leaves the station should any damage be discovered.

87. *Train baggageman's waybills not to be changed.* Station agents must not make changes in the figures of waybills should any baggage be

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found short, but should immediately notify by wire the general baggage agent, and the train baggageman who should have delivered it.

88. *Stripping checks from baggage.* In stripping checks from baggage the greatest care must be observed to see that they are properly matched, and that the initials of the roads as well as the figures on the string and duplicate check agree.

89. *Cancellation of checks removed from baggage.* Card locals and card special checks released from baggage must be cancelled as follows before sending to general baggage agent: STAMP OR WRITE WITH INK OR INDELIBLE PENCIL THE WORD "DELIVERED" ACROSS THE FACE OF BOTH STRAP AND DUPLICATE CHECK. Excess or C. O. D. checks must not be cancelled, nor the reading on them in any way obliterated.

90. *Complaints by passengers about baggage.* Agents are expected to listen attentively to any complaint passengers may make, endeavor to fill out full details, and report to the general baggage agent without delay.

91. *When checks are mismatched.* When a check is presented and baggage claimed that does not bear strap check of corresponding number the same identification will be required as if the duplicate check was lost, omitting the collection of fifty (50) cents.

92. *When duplicate check is presented for baggage that does not belong to passenger presenting check.* When the duplicate check presented by passenger calls for baggage that does not belong to him the general baggage agent should be notified at once, giving description and marks on the baggage wanted, when and where last seen by the owner and name of party claiming it, with description, number and kind of check on baggage for instructions from the general baggage agent. Baggage should not be delivered to a passenger after he admits that it is not his property, even if a check is held for it and he wishes to claim it.

93. *Unauthorized persons not allowed to remove checks.* Station agent and baggagemen must attend personally to this duty, and will not let unauthorized persons remove checks.

94. *Forward baggage promptly.* Baggage must be forwarded on the train for which it is checked. Do not, under any circumstances, check baggage, then agree to hold it until passenger orders it forwarded, but forward it to destination and notify passenger accordingly. Entering into any such agreement is assuming an unwarranted responsibility, and detention or loss arising therefrom will be charged to party at fault. Claims for

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detention and delay arise by reason of baggage not being forwarded promptly, and carried beyond or delivered short of destination.

95. *Using other roads' check strictly forbidden.* Under no circumstances will you use special joint or local check belonging to other roads to check baggage, but will forward them to the general baggage agent as soon as released from baggage.

96. *Protect baggage, company's property, etc.* Agents and baggage agents will see that all baggage and company's property is placed in baggage room immediately upon departure of train from which received, and not allowed to remain on platform exposed to storm or theft. Windows and doors to baggage rooms must be kept closed and locked. Whenever absent from it baggage must not be received, nor permission given to leave property of any description in or about the baggage room unless it is checked on a valid ticket within a reasonable time before departure of train on which it is to be transported.

97. *Collect charges on baggage.* Agents failing to collect proper excess or other charges due on baggage will be charged with the amount that should have been collected from the passenger. No excuse will be taken for failure to collect excess or other charges on baggage at your station that was received from another station bearing a collection card or check.

98. *Disposition of stripped excess checks.* After the baggage is claimed the string portion of excess checks should be sent to the general baggage agent as soon as stripped, and enclose duplicate with excess baggage report at end of month to auditor passenger traffic.

99. *Theft.* If baggage room is broken into by burglars or baggage is stolen from depot, telegraph the division superintendent and general baggage agent, at once, giving full particulars.

100. *Agents and station baggagemen must personally attach all checks to baggage.* Agents and station baggagemen must not give checks to conductors, train baggagemen or others, but see personally that checks are attached to all baggage checked by them.

101. *Money not to be forwarded by train mail service.* Agents, station baggagemen, telegraph operators, train baggagemen, and all others are strictly forbidden to receive or forward any letters or packages containing money, whether registered or not, in baggage cars. Such packages must be sent by express.

102. *Baggage in bond.* Baggage in bond must not be delivered to, nor opened by owner or others at intermediate points, or at any destination until after it has been passed or examined by customs officials. Great care

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must be exercised to prevent the cords and seals thereon from being broken or damaged while in transit. Manifests should accompany all baggage in bond, and agents and baggagemen will report any shortages. Bonded baggage must be designated as such on all waybills and reports.

103. *Do not exchange local checks.* Stray baggage ordered from one local station to another will be forwarded under the original checks. If baggage is on hand advise the general baggage agent when it will go forward; if not, answer to that effect. The receiving agent will answer by letter when baggage is received. One local check must not be exchanged for another of the same form; baggage to be forwarded may be sent on under the same check when passenger wishes baggage to follow.

104. *Dividing baggage not permitted.* Check all baggage belonging to one party to the same destination. Do not separate the baggage by checking part of it to one station and part to another. Always endeavor to ascertain the actual owners of each piece of baggage checked.

105. *Telegrams for stray baggage.* All telegrams or letters making inquiry for stray baggage should be signed by the agent or baggageman, as no attention will be paid to such requests from authorized persons.

106. *Unclaimed baggage.* At the end of thirty days all unclaimed baggage will be forwarded to the general baggage agent under the original checks, with the storage check and unclaimed baggage tag Form G. B. O. —— attached, properly filled in, and all information regarding such baggage given to the general baggage agent by letter, and the auditor passenger traffic advised disposition made of the storage check.

107. *Storage checks on baggage at the end of twenty-four hours.* All baggage unclaimed at stations (except in Arkansas) at the end of twenty-four hours, whether checked or not, must have a storage check Form G. B. O. —— attached, and handle in accordance with instructions printed on storage checks. IN ARKANSAS attach storage check Form G. B. O. —— at the end of forty-eight hours.

108. *Baggage checked through not to be held over.* Baggage passing over the line under through or local checks will not be held short of destination, unless the duplicate checks are surrendered.

109. *Send reports promptly.* All reports required by the baggage department must be made and forwarded promptly in accordance with instructions printed on such blanks.

110. *Allow no loafing in baggage rooms.* Baggage rooms must be kept clean and in order, and not made a place for loafers. Baggage must be kept piled up in the rooms.

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Transportation of deceased persons in baggage cars. Bodies of dead persons, presented in conformity with the rules of national, state, and local boards of health, as formulated by the American Association of general baggage agents will be transported in baggage cars.

111. *Full fare for transportation of corpse.* The rate for the transportation of a corpse of a person of any age must be ONE LOWEST FULL FIRST-CLASS FARE WITH MINIMUM OF $1.00. The usual free baggage allowance may be made on each corpse ticket.

112. *Checking corpses.* When a corpse is offered for shipment you will require party in charge to present two tickets (one of the tickets to be marked "corpse"), both reading via same route and to same destination. When the corpse is destined to a point on any of the lines listed, the baggage agent will take up the ticket endorsed "corpse" and issue an excess baggage check to the local or foreign point as the case may require.

When the destination is on a line not given, the excess baggage check will be issued only to the junction where ticket leaves the line mentioned, and the remainder of the ticket will be returned to the escort for use beyond junction to which the corpse has been checked, with the explanation that the excess check must be surrendered at that junction and the transportation of the corpse arranged for in accordance with the rules over which ticket reads from that point to destination. Ticket or coupons collected should be cancelled and forwarded to auditor passenger traffic at the close of the day's business.

All coupons of the excess baggage check will be endorsed to show form and number of ticket issued for the transportation of corpse. The duplicate portion will be given to the escort, and the strap part attached to the box and waybilled same as baggage. The escort's ticket will be endorsed as follows, with stamp or pen and ink across back of each coupon: "This ticket will not be honored for passage unless presented with excess baggage check No. ——." When the corpse is checked short of destination of the ticket endorse only the coupons up to such intermediate point, the remainder of the ticket to be left from such endorsement. Nothing in the foregoing modifies rules regarding the certificate, transit permits, etc., necessary to show corpse was properly prepared for shipment.

113. *State board of health rules.* Rules governing the preparation of dead bodies will be found printed on the back of transit permits, with which all stations should be supplied. These rules of the state board of health must be strictly enforced by agents before accepting corpse for transportation, and the transit permits will be made out in duplicate and a copy sent to the general baggage agent.

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114. *Abbreviations for the description of baggage.*

Bag, black	B. B.
Bag, carpet	C. B.
Bag, emigrant	E. B.
Bag, grain	G. B.
Bag, oil cloth	O. C. B.
Bag, Sailor's	S. B.
Basket	Bkt.
Basket, canvas covered	C. C. B.
Bicycle	Byc.
Box	Box
Box, hat	H. B.
Bundle	Bdl.
Carriage, baby	B. C.
Case, gun	G. C.
Case, sample	S. C.
Case, telescope	Tel. C.
Case, whip	W. C.
Chest, emigrant	Em. C.
Chest, tool	T. C.
Trunk, black	B. T.
Trunk, emigrant	Em. T.
Trunk, canvas	C. T.
Trunk, sole leather	S. L. T.
Trunk, sole leather, canvas covered	L. C. C. T.
Trunk, rawhide	R. H. T.
Trunk, russet	R. T.
Trunk, sample	S. T.
Trunk, steamer	Str.
Trunk, tin	T. T.
Trunk, zinc	Z. T.
Valise alligator	A. V.
Valise, black	B. V.
Valise, canvas	C. V.
Valise, canvas covered	C. C. V.
Valise, oil cloth	O. C. V.
Valise, russet	R. V.
Valise, sole leather	S. L. V.
Secured with rope	X.
Secured with strap	O.

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ABBREVIATIONS FOR DESCRIPTION OF BAD ORDER.

Bottom broken	Bot. Bk.
Bottom split	B. S.
Bottom loose	B. L.
Catches off	C. O.
Catches broken	C. B.
End broken	E. B.
End split	E. S.
Hinges broken	H. B.
Hinges off	H. O.
Hinges loose	H. L.
Side split	S. S.
Side broken	S. B.
Side loose	S. L.
Lock broken	L. B.
Lock damaged	L. D.
Lock loose	L. L.
No lock	N. L.
Top loose	T. L.
Top broken	T. B.
Top split	T. S.
General bad order	G. B. O.

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BAGGAGE FORWARDED.

Date	Kind of Check	Number of Check	Description	DESTINATION	Train No.	Condition of Baggage

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BAGGAGE RECEIVED.

Date	Kind of Check	Number of Check	Description	DESTINATION	Train No.	Condition of Baggage

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Form 800 A 121

MAIL SHORTAGE NOTICE.

☞This notice must be addressed exactly as the pouch it represents, and is to be forwarded through to destination in lieu of every pouch of mail short.

1 Pouch

Insert here address of pouch short.

For *Mason City, Ia.*

via *Hayfield, Minn.*

From *St. Paul.*

B. 121

Date, *May 10,* 190*6*

SIR:—I am short pouch due by this train labeled as per address on the other side of this slip, and which should have been

received at *9 30 P M*

from *C G W* R. R., train No. *9.*

Cause of Shortage.

Train late and failed to connect.
~~Pouch not brought from post office.~~
~~Messenger failed to make train.~~
~~Unknown. Proper official notified by wire.~~

(Erase all but one line above.)

(Sign here) *Smith.*

Baggageman *C. G W.* R. R. at *Hayfield.*

Transfer Clerk at *Hayfield*

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T. AND D. RAIL ROAD CO.

STORAGE O STUB.

BAGGAGE CHECK ISSUED BY

_____ R. R.

NO. OF BAGGAGE CHECK.

_____

_____ Station

Storage due from _____ M.

_____ 190____

G.B.O. 67

No. 0

T. AND D. RAIL ROAD CO.

STORAGE [redacted] CHECK.

_____ Station

Storage due from _____ M.

_____ 190____

Days.		Am't.	Days.	Am't.	Days.		Am't.
21	*	$2.25	1	$1.25	1	*	$ .25
22	*	2.35	12	1.35	2	*	.35
23	*	2.45	13	1.45	3	*	.45
24	*	2.55	14	1.55	4	*	.55
25		2.65	15	1.65	5	*	.65
26	*	2.75	16	1.75	6	*	.75
27	*	2.85	17	1.85	7	*	.85
28	*	2.95	18	1.95	8	*	.95
29	*	3.05	19	2.05	9	*	1.05
30	*	3.15	20	2.15	10	*	1.15

G.B.O.67

No. 0

T. AND D. RAIL ROAD CO.

PASSENGER'S RECEIPT

FOR AMOUNT PAID FOR

Storage of Baggage

BEARING CHECK ISSUED BY

_____ R. R.

NO. OF BAGGAGE CHECK.

_____

The time entered on the face of this Receipt shows when storage charges commenced, and the punch mark indicates the number of days charged for and amount paid.

General Baggage Agent.

[redacted]

O

Agents must each day attach this form to all baggage that has been on hand twenty-four hours.

First enter the hour and date and the initials and number of baggage check on all three portions.

The time entered must show the time at which storage commenced.

Detach the stub and send at once to Auditor Passenger Traffic.

[redacted]

Fold the Receipt over the check portion at the perforated line, and without separating them, attach to the baggage by running the baggage check strap through both slots.

When baggage is claimed compute the number of days storage from time shown on receipt and check and punch out the * between the number of days and amount collected.

Give receipt to party paying storage and the check portion at close of month with report to the Auditor Passenger Traffic.

General Baggage Agent.

No. 0

G.B.O. 67

Days.		Am't.	Days.	Am't.	Days.		Am't.
21	*	$2.25	11	$1.25	1	*	$ .25
22	*	2.35	12	1.35	2	*	.35
23	*	2.45	13	1.45	3	*	.45
24	*	2.55	14	1.55	4	*	.55
25	*	2.65	15	1.65	5	*	.65
26	*	2.75	16	1.75	6	*	.75
27	*	2.85	17	1.85	7	*	.85
28	*	2.95	18	1.95	8	*	.95
29	*	3.05	9	2.05	9	*	1.05
30	*	3.15	20	2.15	10	*	1.15

_____ 190____

Storage due from _____ M.

_____ Station

STORAGE [redacted] RECEIPT

T. AND D. RAIL ROAD CO.

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124

UNCLAIMED BAGGAGE REPORT

From *Hayfield, Minn.* Station, *May 10,* 190*6*

Number of Local Excess Form G. B. O. 61 on hand, *100*
" " " " " needed, *None*

Number of Local Form G. B. O. 60 on hand, - *10*
" " " " needed, - *100*

Total Number of Pieces Forwarded since last Report, *100*

All Baggage remaining on hand 30 days unclaimed, whether checked or not, will be forwarded to Chicago, and General Baggage Agent advised by letter.

Description.	Names and Marks.	Kind of Check.	No. Checks.	Date Received.
1	*S C.*	*Local*	*4664*	*April 30*

Smith

Agent or Baggage Master.

NOTICE.—This Report must be made on the 7th, 15th, 22d, and last day of each month, and include all Baggage and Registered Matter on hand at your Station, whether Checked or not. Forward this Report promptly to General Baggage Agent.

Abbreviations for the Description of Baggage

Sole Leather Trunk.....S L T	Tool Chest.....T C	Canvas Covered Valise....C C V
Canvas Covered Trunk...C C T	Black Chest.....B C	Black Bag.....B B
Painted Canvas Trunk...P C T	Blue Chest.....B Chest	Russet Bag.....R B
Russet Leather Trunk...R L T	Red Chest.....R C	Oil Cloth Bag.....O C B
Canvas Sample Trunk....C S T	Green Chest.....G C	Canvas Bag.....C Bag
Sample Trunk.....X	White Chest.....W C	Carpet Bag.....C B
Canvas Trunk.....C T	Keister.....K	Sailor's Bag.....S B
Russet Trunk.....R T	Box.....Bx	Basket.....Bkt
Saratoga Trunk.....S T	Hat Box.....H B	Canvas Covered Basket...C C B
Black Trunk.....B T	Tin Box.....T B	Package.....Pkg
Green Trunk.....G T	Sample Case.....S C	Bundle.....Bdl
Hair Trunk.....H T	Gun Case.....G Case	Bale.....Bale
Zinc Trunk.....X T	Black Valise.....B V	Sack.....Sk
Tin Trunk.....T T	Russet Valise.....R V	Whip Case.....W Case

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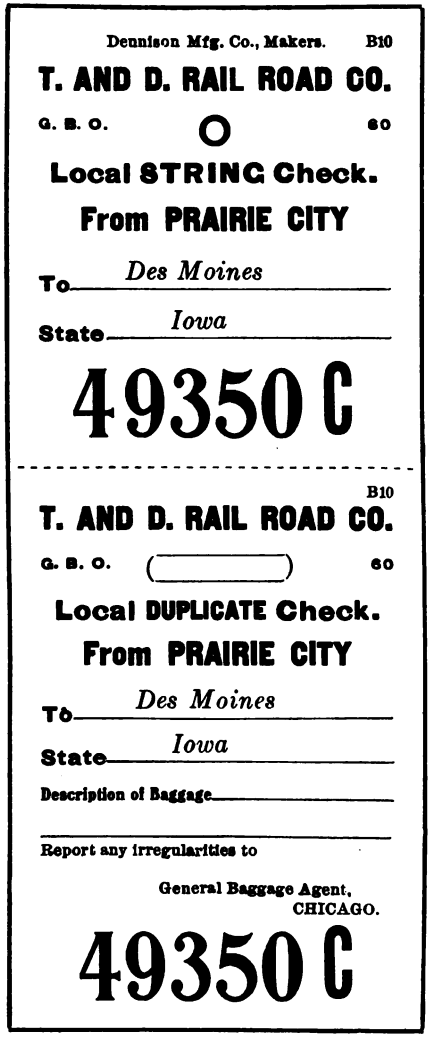
Nearly all roads have done away with the brass checks and use card checks with numbers on them which are torn apart after being filled out; the duplicate is given to passenger, and the other tied to baggage.


Dennison Mfg. Co., Makers. B10

T. AND D. RAIL ROAD CO.

G. B. O. O 60

Local STRING Check.

From PRAIRIE CITY

To *Des Moines*

State *Iowa*

49350 C

B10

T. AND D. RAIL ROAD CO.

G. B. O. ( ) 60

Local DUPLICATE Check.

From PRAIRIE CITY

To *Des Moines*

State *Iowa*

Description of Baggage

Report any irregularities to

General Baggage Agent,
CHICAGO.

49350 C

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129

ISSUED BY THE

T. AND D. RAIL ROAD CO.

From *Marshalltown, Iowa,*

To *Council Bluffs, Iowa,*

Via

Direct Line

Date *May 10, 1906.*

Train *9*

No. 14928

T. AND D. RAIL ROAD CO.

From *Marshalltown, Iowa,*

To *Council Bluffs, Iowa,*

Via

Direct Line

Train *9*

No. 14928

T. AND D. RAIL ROAD CO.

From *Marshalltown, Iowa,*

To *Council Bluffs, Iowa,*

Via

Direct Line

Train *9*

Date *May 10, 1906*

No. 14928

127

2630

Excess Check

From *Des Moines, Iowa,*

To *Dallas Center, Iowa.*

State

ROUTE	JUNCTION POINTS
M. & St. L.	

Charge for excess on this piece bearing checks

Nos. *14656*
14657
14658

EX. WEIGHT	NO. TICKET	COLLECTED
500	*Loc. 9468*	*125 Coupons, or cash, as case may be.*

Duplicate 2630

From *Des Moines, Iowa,*

To *Dallas Center, Iowa.*

Route

EX. WEIGHT	NO. TICKET	AMOUNT COLLECTED
500	*Loc. 9468*	*125 Coupons*

Agent's Stub

Date *May 10, 1906.*

From *Des Moines, Iowa,*

To *Dallas Center, Iowa.*

Route

Charges for Excess collected on this piece bearing checks

Nos. *14656-57-58*

EX. WEIGHT	NO. TICKET	COLLECTED
500	*Loc. 9468*	*125 Coupons, or cash, as case may be.*

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T. & D. R. R. CO.

O

SPECIAL STRAP CHECK.

From *Des Moines*

(STATE.

To *San Francisco, Calif.*

Via *Omaha-Union Pac.,*

Denver-D. & R. G., to Granger;

R. G. & W., to Ogden & So. Pac.

54001

T. & D. R. R. CO.

SPECIAL DUPLICATE CHECK.

From *Des Moines*

To *San Francisco*

Via *Omaha*

Denver, Granger

Ogden

DESCRIPTION OF BAGGAGE. *Z. Trunk*

54001

T. & D. R. R. CO.

O

Special Strap — Check, Form 727.

From *Des Moines*

To *Los Angeles*

State *Calif.*

ROUTE — JUNCTION POINT

T. & D. R. R. to *Kan. City*

C., R. I. & P. to *El Paso*

So. Pac. to *Dstn.*

to

155000

T. & D. R. R. CO.

Special Duplicate — Form 727

From *Des Moines*

To *Los Angeles*

State *Calif.*

ROUTE — JUNCTION POINT

T. & D. R. R. to *Kan. City*

C., R. I. & P. to *El Paso*

So. Pac. to *Dstn.*

to

155000

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C. O. D. Check and Stub

Date *May 10, 1906.*
From *Des Moines, Iowa,*
To *Dallas Center, Iowa.*
Route
$ *5.00* Excess weight.
$ *.50* Storage.
$ *.25* Transfer.
$ *5.75* Account total.
No. Passengers *1*
Check Nos. *56-57-58*
Remarks
1261

Duplicate

Date *May 10, 1906.*
$ *5.75* on B. B. and this check
No. *3*
From *Des Moines, Iowa,*
To *Dallas Center, Iowa.*
Route
1261

(STRAP)

$ *5.75* on Bag. bearing check
Nos. *56-57-58*
From *Des Moines, Iowa,*
To *Dallas Center, Iowa.*
Route
1261

Passenger holds duplicate check.

BAGGAGE TAG.

Received at ..... Station,
Check No. .....
..... A. M. ..... P. M. ..... 190...
FROM TRAIN NO. .....

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GENERAL BAGGAGE AGENT

Grinnell Station, *May 10,* 190*6.*

DEAR SIR:—I have this day issued C. O. D. Check No. *4648,* and have inclosed the duplicate check to the agent at destination.

From *Grinnell*

To *Chicago.*

Route

$ *2.50* for *500* lbs. Excess Weight.

$ *.50* Storage at *Grinnell.*

$ *.25* Transfer at *Grinnell.*

$ Account

Number of Passengers *1*

Check Nos. *44 and 45*

No. and kind of check detached, if any

Remarks

Yours truly,

C. W. Jones, Baggage Agent.

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A 139

STATION BAGGAGE RECEIPT.

Grinnell Station, *March 31,* 190*6*

RECEIVED THE FOLLOWING BAGGAGE IN GOOD ORDER:

DESCRIPTION	CHECK READS		NO. OF CHECK	DESTINATION
	FROM	TO		
1 S Case.	*Grinnell.*	*Des Moines*	*4460*	*Des Moines*
1 Z Trunk.	"	"	*61*	"
1 Telescope.	"	"	*62*	"

Smith Baggageman, Train No. *7*

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BAGGAGE SHORT.

DESCRIPTION	CHECK READS		NO. OF CHECK	DESTINATION
	FROM	TO		

BAGGAGE OVER.

DESCRIPTION	CHECK READS		NO. OF CHECK	DESTINATION
	FROM	TO		

INSTRUCTIONS.

This Way-Bill, properly filled out, must accompany all Baggage delivered by Agents to Train Baggagemen.

Train Baggagemen must examine and check this Way-Bill with Baggage Received, and note under head of "Remarks" all mistakes. Under no circumstances will they be allowed to change figures made by Agents.

This Way-Bill must be signed by Train Baggageman receiving same, and forwarded to General Baggage Dept. with his Train Report.

REMARKS.

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FORM 455. 9-02. 4M. G. B. O. 48. SUPERSEDING G. B. O. 16

[Original] TRANSIT PERMIT No. _____

Through and Daily Rail Road Company.

TRANSPORTATION OF CORPSES.

PHYSICIAN'S OR CORONER'S CERTIFICATE.

Name of Deceased John Smith *Date of Death* May 9th, 1906
(If a minor give parents' name also.)

Hour of Death 11 a. m. *Age* 34 *Years* 9 *Months* 4 *Days* _____

Place of Death Omaha, Nebr. *Cause of Death* Cancer of throat

which is a non-communicable *disease.*
(Communicable or non-communicable.)

I hereby certify that the above is true to the best of my knowledge and belief.

H. B. Page *M. D. or Coroner.*

Residence Omaha *County of* Douglas *State of* Nebraska

PERMIT OF LOCAL BOARD OF HEALTH.

This Permit must be properly signed, and with Physician's Certificate presented to the Railroad or Express Agent before a body can be shipped.

In the City *of* Omaha *County of* Douglas
(City or Township)

State of Nebraska *on the* 11th *day of* May 190 6

Permission is hereby given J. C. McDermot *holder of Embalmers' Permit No.* 46

to remove for burial at Des Moines *in the county of* Polk

State of Iowa *the body of* John Smith

who died at Omaha *County of* Douglas *State of* Nebraska

on the 9th *day of* May 190 6, *Aged* 34 *Years* 9 *Months* 4 *Days,*

and Mrs. John Smith *is hereby authorized to accompany said remains.*

(Seal) *Signed* J. B. Snyder *Health Officer.*

RULE 1. The transportation of bodies dead of small-pox, Asiatic cholera, yellow fever, typhus fever or bubonic plague is absolutely forbidden.

This Permit and preceding Certificate must be detached and delivered to the Person in Charge of the Corpse.

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BAGGAGE DEPARTMENT.

FORWARDING SHEET.

.....190....

To .....

.....

DEAR SIR:—Enclosed please find .....

Duplicate Check No. .....calling for .....

marked .....belonging to M. .....

That formerly here .....Check Nos. .....

.....

.....

Please take up Duplicate Check Nos. .....

" " " my Receipt No. .....and return to me. Collect charges as follows, viz.:

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For Excess Baggage, on ..... lbs. ..... $.....

" Storage ..... $.....

..... $.....

Total, - - - $.....

Take collections into your Station Account and remit to your Treasurer.

Respectfully yours'

.....

Agent.

RECEIVED of the ..... Railway Co.

at ..... Station, ... 190....

the above mentioned baggage in good order.

.....

Owner.

Owner's receipt must be taken in all cases, or notation made as to disposal of baggage, and sheet returned.

.....

Residence.

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This Certificate and the Shipping Paster below must be detached at this perforation and securely tacked or pasted on the end of the Coffin Box.

CERTIFICATE OF UNDERTAKER.

I hereby certify that the accompanying dead body of John Smith *Consigned to* Des Moines *in the County of* Polk *State of* Iowa *and who died of* Cancer in Throat *has been prepared by me, strictly in accordance with Rule 2 of the Iowa State Board of Health, for transportation by Railway, and in conformity with said Rule as printed on the back of this permit, and I further certify that I hold an Embalmer's permit (No.* 46 *) issued by said State Board.*

J. C. McDermot *Shipping Undertaker*

Residence 1022 Douglas Ave.

Omaha, Nebr.

(SEAL)

PASTER

TRANSIT PERMIT NO. 147

Station Baggagemen must enter hereon a description of the ticket, the exact route and VIA WHAT JUNCTIONAL POINTS THE TICKET READS, which is held by the passenger in charge of the remains.

SPECIAL INSTRUCTIONS.—A burial case containing a corpse must not be received for transportation unless the person in charge of the remains presents a certificate of the attending physician or coroner, a permit from the Board of Health, and an Undertaker's Certificate that the body has been prepared for burial according to the law of the State. Neither will it be received if any fluids or offensive odors are escaping from the case. Agents will detach the Certificate and this paster at the perforation, and tack them securely on the end of the box before shipping.

Date May 11, 1906

From Omaha, Nebraska *to* Des Moines, *State of* Iowa

No. of Ticket of Escort 146 *Form No. of Ticket of Escort* Local book

No. of Corpse Ticket 145 *Form No. of Ticket of Corpse Ticket* " "

Via C., R. I. & P. *R. R.* *To* Des Moines

Via *R. R.* *To*

Via *R. R.* *To*

No. of Passenger in charge One *Place of Residence* Des Moines, Ia.

Signed John Joiner *Station B. M.*

SEE RULES AND INSTRUCTIONS ON THE OTHER SIDE

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RULES OF THE STATE BOARDS OF HEALTH, The American Public Association, and the American Association of General Baggage Agents, for the Transportation of the Dead.

These Rules apply equally to all Common Carriers, and, having been duly adopted and properly published, have the full force of law.

RULE 1. The transportation of bodies dead of Small Pox, Asiatic Cholera, Yellow Fever, Typhus Fever, or Bubonic Plague, is absolutely forbidden.

RULE 2. The bodies of those who have died of diphtheria (membraneous croup), scarlet fever (scarlatina, scarlet rash), glanders, anthrax, or leprosy, shall not be accepted for transportation unless prepared for shipment by being thoroughly disinfected by (*a*) arterial and cavity injection with an approved disinfectant fluid, (*b*) disinfecting and stopping of all orifices with absorbent cotton, and (*c*) washing the body with the disinfectant, all of which must be done by an embalmer, holding a certificate as such, approved by the State Board of Health or other State Health Authority. After being disinfected as above, such body shall be enveloped in a layer of cotton not less than one inch thick, completely wrapped in a sheet and bandaged and encased in an air-tight zinc, tin, copper, or lead lined coffin, or iron casket, all joints and seams hermetically soldered, and all enclosed in a strong, tight wooden box. Or, the body being prepared for shipment by disinfecting and wrapping as above, may be placed in a strong coffin or casket, and said coffin or casket encased in an air-tight zinc, copper, or tin case, all joints and seams hermetically soldered and all enclosed in a strong outside wooden box.

RULE 3. The bodies of those dead of typhoid fever, puerperal fever, erysipelas, tuberculosis, and measles, or other dangerous communicable diseases other than those specified in Rules 1 and 2, may be received for transportation when prepared for shipment by filling cavities with an approved disinfectant, washing the exterior of the body with the same, stopping all orifices with absorbent cotton, and enveloping the entire body with a layer of cotton not less than one inch thick, and all wrapped in a sheet and bandaged and encased in an air-tight coffin or casket; provided, that this shall apply only to bodies which can reach their destination within forty-eight hours from time of death. In all other cases such bodies shall be prepared for transportation in conformity with Rule 2. But when the body has been prepared for shipment by being thoroughly disinfected by an embalmer holding a certificate as in Rule 2, the air-tight sealing may be dispensed with.

RULE 4. The bodies of those dead of diseases that are not contagious, infectious, or communicable, may be received for transportation when encased in a sound coffin or casket and enclosed in a strong outside wooden box, provided they reach their destination within thirty hours from time of death. If the body cannot reach its destination within thirty hours from time of death, it must be prepared for shipment by filling cavities with an approved disinfectant, washing the exterior of the body with the same, stopping all orifices with absorbent cotton and enveloping the entire body with a layer of cotton not less than one inch thick, and all wrapped in a sheet and bandaged, and encased in an air-tight coffin or casket. But when the body has been prepared for shipment by being thoroughly disinfected by an embalmer holding a certifiante as in Rule 2, the air-tight sealing may be dispensed with.

RULE 5. In cases of contagious, infectious, or communicable diseases, the body must not be accompanied by persons or articles which have been exposed to the infection of the disease, unless certified by the Health Officer as having been properly disinfected; and before selling passage tickets, agents shall carefully examine the transit permit and note the name of the passenger in charge, and of any others proposing to accompany the body, and see that all necessary precautions have been taken to prevent the spread of the disease. The transit permit in such cases shall specifically state who is authorized by the Health Authorities to accompany the remains. In all cases where bodies are forwarded under Rule No. 2, notice must be sent by telegraph to Health Officer at destination, advising the date and train on which the body may be expected. This notice must be sent by or in the name of the Health Officer at the initial point, and is to enable the Health Officer at destination to take all necessary precautions at that point.

RULE 6. Every dead body must be accompanied by a person in charge, who must be provided with a passage ticket and also present a full first-class ticket marked "Corpse" for the transportation of the body, and a transit permit—showing physician's or coroner's certificate, Health Officer's permit for removal, undertaker's certificate, name of deceased, date and hour of death, age, place of death, cause of death, and if of a contagious, infectious, or communicable nature, the point to which the body is to be shipped, and when death is caused by any of the diseases specified in Rule No. 2, the names of those authorized by the Health Authorities to accompany the body. The transit permit must be made in duplicate, and the signatures of the physician or coroner, Health Officer and undertaker must be on both the original and duplicate copies. The undertaker's certificate and paster of the *original* shall be detached from the transit permit and pasted on the end of the coffin box. The physician's certificate and transit permit shall be handed to the passenger in charge of the corpse. The whole duplicate copy shall be sent to the official in charge of the baggage department of the initial line, and by him to the Secretary of State or Provincial Board of Health of the State or Province from which said shipment was made.

RULE 7. When dead bodies are shipped by express, the whole original transit permit shall be pasted upon the outside box, and the duplicate forwarded by the express agent to the Secretary of the State or Provincial Board of Health of the State or Province from which said shipment was made.

RULE 8. Every disinterred body, dead from any disease or cause, shall be treated as infectious or dangerous to the public health, and shall not be accepted for transportation unless said removal has been approved by the State or Provincial Health Authorities having jurisdiction where such body is disinterred, and the consent of the Health Authorities of the locality to which the corpse is consigned has first been obtained; and all such disinterred remains shall be enclosed in a hermetically sealed (soldered) zinc, tin, or copper lined coffin or box. Bodies deposited in receiving vaults shall be treated and considered the same as buried bodies.

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TRANSPORTATION OF DECEASED PERSONS IN BAGGAGE CARS.

To Agents, Station and Train Baggagemen:

You will in no case receive a corpse for transportation unless accompanied by a physician's, coroner's, or board of health certificate, also an undertaker's certificate that the body has been prepared for burial and shipment in accordance with the rules of the State Board of Health, *nor will you receive it even with such certificates if fluids or offensive odors are escaping from the case.* One *full* first class *limited* or *unlimited* ticket will be required for the transportation of a corpse without regard to the age of the deceased, and the word "Corpse," must be plainly written on the face of a local and on each coupon of a coupon ticket. A corpse will not be taken for transportation unless a passenger is in charge. A record must be made on the back of your station and trip reports of all bodies shipped and carried, giving name of deceased, and destination.

It will be the duty of Agents and Baggage Agents to see that each burial case is properly marked on "Paster," giving date and at what station shipped, point of destination, "State," number and form of ticket, name of passenger in charge and place of residence. with name of agent If the corpse is destined to a point beyond the initial line, the initials of each road over which it passes must be written on the paster; also the terminal point of each road at which transfer is made with the connecting line as shown on the coupons of the ticket.

You will see that the "Certificate of Undertaker" is properly filled out by him, and that the paster is properly filled out by yourself and is securely fastened on the end of the coffin box before it is put into the car, and the permit remaining you will hand to the passenger in charge of the corpse.

The whole form must be made in *duplicate*, either with a pen, carbon paper or simplex paper, and the signatures of the physician or coroner and undertaker must be on *both* the original and duplicate copies.

The undertaker's certificate and paster of the *original* will be detached from the physician's certificate and permit, and fastened on the end of the coffin box. The physician's certificate and the permit will be handed to the passenger. The *whole duplicate* copy will be sent to the General Baggage Agent of the initial road by first passenger train.

All this information is necessary to insure the prompt and correct transportation of the corpse.

APPROVED:

Passenger Traffic Manager. Gen'l Baggage Agent.

Form 1017. 9 02 10M

Through and Daily Rail Road Company.

Omaha, Nebr. ***Station.***

May 11, ***190 6***

Auditor Pass. Traffic,
CHICAGO.

DEAR SIR:—Herewith find ticket issued by

T. & D. ***Ry. from*** *Omaha, Nebr.,* ***to***

Des Moines ***form*** *Local book* ***No.*** *145*

on which we have issued Excess Check from *M* ***No.*** *667*

for CORPSE.

John Joiner, ***Baggage Agent.***

Agents will fill out one of these blanks and forward with ticket by first train to Auditor Pass. Traffic. Write or stamp the word "Corpse" across each ticket, also No. of Excess Check.

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Lost checks. When duplicate is lost, passengers claiming baggage must identify it in the following manner:

The claimant must describe the contents, produce the keys and open the baggage. If the identification is satisfactory, Baggage Master must take receipt on the proper form, collect fifty cents to cover the loss of each duplicate check, sending "Receipt for Lost Checks" and strap check immediately by Express to General Baggage Agent, with a statement of the fact, and account for the collection on his weekly baggage report.

NOTICE.—This Receipt properly filled out, accompanied by Strap Check, must be forwarded to the undersigned by first train.
GEO. W. BROWN,
Gen'l Baggage Agent.

Form 419 A G. B. O. No._____

Through and Daily Rail Road Co.

RECEIPT FOR LOST CHECKS.

Grinnell, Ia., Station. *May 10,* 190*6.*

Received of the THROUGH AND DAILY RAIL ROAD CO., my *Trunk*

bearing Strap or String Check No. *4644* from *Chicago* to *Grinnell*

via. *C., R. I. & P.* R. R. The Duplicate corresponding with above described Check was lost by me.

Signed *John Smith,* Owner.

Post Office Address *Grinnell, Iowa.*

The owner, after describing contents, opened and proved property. before the same was delivered by me, and FIFTY CENTS collected for LOST CHECK.

G. W. Dubeck,
Baggage Agent.

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..... Station..... 190....

THIS IS TO CERTIFY that I did not use the ticket described below, over the .....R.....within its limits, that I was the original purchaser, and did not procure, while holding this ticket, FREE or REDUCED RATE transportation between the points named thereon, or any portion of the journey covered by it, owing to the failure of the..... .....R.....conductors or agents to collect the ticket or its equivalent in cash fare, or for any other reason, and that the reason for the non-use of ticket is correctly stated on reverse side of this blank.

STAMP HERE

Issued by.....R.... Form.....

No..... Reading from.....

To..... .....via..... ..... R.R.

.....
(Passenger Sign Here.)

Agent to fill in the following: .....
(Name of Applicant)
.....
(Mail Address)

Agent to fill in the following if ticket sold by him:

Ticket sold (date) ....190.... at $.....each.

RECEIPT.

(To be used only for Tickets redeemed by Agent.)

Received..... Dollars

and.....cents, as full value of above described ticket.

.....

This receipt to be detached and used only when tickets are deposited to be forwarded to General Passenger Agent for redemption.

RECEIPT FOR TICKET PRESENTED FOR REDEMPTION.

.....Station,..... 190 ...

This is to acknowledge receipt of ticket described as:

Issued by ..... R..... Form.....

No..... Reading from.....

To..... via.....

.....
(Signature of Agent.)

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INDEX.

FREIGHT DEPARTMENT

Abbreviations—
On waybills 88
Use of 141
Abstracting—
Waybills received 174-176-177
Abstracts—
Correcting errors in 109
Acetylene gas powder—
Conditions under which received 131
Acids—
Carding cars, containing 131
Carloads 130
Conditions under which received 130
Less Carloads 130
Packing 130
Advance charges—
Agricultural implements 40
Alteration of advance charges 41
Prepayment of charges on return freight 40
Advances—
Definition of term 82
Error discovered by forwarding agent 82
Footing of 82
Not to be changed on waybill 83
Overcharge in 82
Refund of overcharge 82
Securing authority for 82
Separate waybill for correcting 83
Undercharge in 83
Advances—
Way bills 82-83
Advertising—
Agents, duty with 206
Agents—
Freight, general duty of 7-8
Instructions 5-6
Instructions received from 7
Requirements of 7
Responsibilities of 7
Sending to proper offices 8
Agricultural Implements—
Reshipped 15
Arrival—
Of freight 104
Articles—
Waybill description 71
Articles loose—
Shipped with vehicles 14
Astray freight 141-160
Authority—
For special rates 12

Digitized by Google

—B—

Bad Order Freight—
Describing damage 153
Reporting perishable 153
Reporting bad order shipments.....153
Reports, forms of 153-155
Baggage—
Carried on freight trains..... 14
Bananas—
Handling of 125
Bills of Ladings—
Accomplishment of 42
Agents to guard against receipt..... 43
Copies of 45-50
Covering shipments in transit 43
Dating 43
Entering through and advanced charges..... 44
Forms to be used 42
How issued 43
Issued on demand 42
Notation made on prepaid..... 44
Object of two forms..... 42
Bonded Freight—
Appraised and unappraised 119-120
Arrival and delivery of 122-123
Cards for "Appraised" 120
Cards for "Unappraised" 121
Card waybill not to be used 121
Cars disabled 122
Corded and sealed 119
Customs cards, loss of 121
Customs locks and seals 122
From connecting lines 119
Handling of manifest 121
Internal Revenue 119
Internal Revenue arrival and delivery 122
Loading and transferring 119
Manifest, loss of 121
Manifest, to be received with shipment.....121
Removal of seals or locks 120
Waybilling of 119
Transit seals 123
Business of the—
Freight department 5-13
Not intended for public 7

—C—

Calcium Carbide—
Condition under which received 131
Cancelling waybills 174
Card waybill envelope—
How to use 101
Card waybills—
Attached to regular waybills.....101
Carloads 101
Cars for distributing point 101
Definition of 101
Forms of card waybill 99-100-102-103
Interline shipments 101
Use in extreme cases 101
Carding—
Cars loaded with acid 130-131
Cars loaded with high explosives.....129-130

Digitized by Google

Cards—
Bonded freight "Appraised" 120
Bonded freight "Unappraised" 121
Bonded freight—loss of 121
Bonded freight—removal of 122
High explosives 130
Cars—
Examine before loading grain 61
Examine before loading livestock 51
Fasten doors securely 170
For loading high explosives 130
From connecting lines properly sealed....170
Cars not necessary to seal 170
Sealing and fastening of 169
Changing—
Consignee or destination 15
Billing 20
Heading of waybills 176
Checking—
Way freight 158
Freight from connecting line 158
Freight received against waybills....158-159
Check reports 158
Circulars—See tariffs.
Claims—
Agents not to promise payments 160
Authority for 166
Damage total 161
Freight claim, blank forms 162-163-165
Freight 160-161
Instructions regarding 164
Keep record of 160
Leakage 164
Loss or damage 161
Loss or damage concealed 160-161
Overcharge 161
To be handled promptly 160
To be referred to freight claim agent....160
Claims, relief—
Agents application for 168
Authority for 166
Blank forms of 167
Instructions to agents 168
Quote claim number 166
Method of making 166
When to make 166
Cleaning grain—
In transit 61
Collections—
Freight charges 81
Undercharge 81
Advances 82
Prepaid 83
Other than transportation charges 41
Company freight 126-129
Advances on 128
Bought delivered at store houses....128
Distribution at different points 129
From junction point 128
How consigned 128
Responsibility of receiving agent 128
Separate waybill required 128

Digitized by Google

Collections Continued—
Waybill without charges 128
Weights 128
Consignee—
Change of 15
Communications—
Requirements of 7
Correspondence—
Observation 8
Preservation 8
History of subjects 8

—D—

Damage—
Form 165
Freight from connecting line 15
Dating—
Receipts and bills of lading 43
Delivery—
Bill of lading or receipt to be surrendered 105
Consignee to be identified 105
Examine freight before making 104
Of freight 104-105
Of freight to connecting line 104
On consignees order 105
Destination—
Change of— 15
Detention—
Or delay of freight in transit 40
Disputes—
With patrons of road 13
Diversion—
Of freight by shipper or consignee 13
Division sheets—See tariffs.

—E—

Errors—
Forwarding and receiving abstracts 174-176
Exceptions—
Record of—at transfer points 158
Export freight—
Manifest required 121

—F—

Filing—
Tariffs, etc. 34
Flag stations 14
Freight for 24-25
Shipping bills 24-25
Freight—
Actual contents to be shown 34
Agents precaution 34
Attached by sheriff or constable 105
Bonded-passing through United States 16
Bonded-extracts from U. S. Revenue laws 17
Care of—before receipting for 14
Change to "Shippers order" 141
Checking of 19
Conditions under which received 13
Connecting lines, freight from 15
Combustible freight 13
Definition of terms for charges 81
Delivered on consignees order 105

Digitized by Google

Freight Continued—
Delivered to connecting lines 104
Distilled spirits and malt liquors 17
Destination of, how changed 16
Diverted 13
Examined before delivery 104
For export 16
For flag station 34-35
Flag stations 14
For interior points 13
Form of consignment and delivery 137
From connecting lines 15
Improperly described 105
Liable to pilferage 14
Notification of arrival 106
Not taken 13
Notation on bills 19
Oils, liquors 13
"Over" freight 141-147
Old or second hand packages 19
Perishable 124-124
Perishable, refused or unclaimed 158
Perishable reported over 142
Perishable reported bad order 153
Plainly marked or tagged 19
Prompt delivery to connecting lines....104
Prepaid station, to or from at owner's risk.... 14
Possible loss of prospective shipments.... 13
Possession before issuing bill of lading.... 14
Properly packed 19
Received at flag stations 14
Received checked against way bill 104
Receipting for 35
Refusal of shipper to comply with rules 13
Refused 158
Removal of 104
Requiring prepayment 17
Requiring refrigerator service 14
Requiring ventilation 125
Reshipped 15
Second hand packages 19
Securely fastened—on flat cars 55
Securing of—for shipments 8
Ship under false name 105
Shippers load and count 34-39
Shippers order—inspection of 141
Shippers manifest 117-118
Short at junction point 116
To be promptly removed 104
Unclaimed 158
Waybilled "care of" or "Notify" 137
To prepaid stations 14
Freight bills—
Description of 131
Information given on freight bill 131
Form of expense bills 132-133
Copy given upon request, form 134
Prepaid freight bill 135
Freight bonded—See bonded freight.
Freight delivery—
Agents responsible for delivery of 104
Freight consigned to connecting lines 104

16

Digitized by Google

Freight delivery Continued—
Freight consigned to one party in care of another party.....105
Original receipt of bill of lading to be taken up.....105
Owner's risk after arrival 105
Freight notice form 106
Mailing cards 107
Mailing cards form 107
Freight from and to other transportation companies—
Inspection of interline waybills 108
Reporting interline business 108
Waybilling to stations on foreign lines.....109
Waybill points examined at junction 109
What is observed in billing from foreign lines.....109
Transferred from disabled cars or left short of destination.....109

—G—

Government freight—
Accounting for bills of lading 63
Bills of lading for 63
Disposal of bills of lading 63
Forms of 64
Weights 63
Grain—
Bill of lading form 62
Different kinds separated 61
Examine cars before loading 61
Public elevator delivery 61
Specify kinds 61
Stopped in transit 61
Guarantees—
Of freight charges 32
Of time 15
On perishable property 32
On freight returns to manufacturers or dealers..... 32
Freight liable to weather 32
Guarantee, form blank 33

—H—

History—
Of subjects 80
High explosives—
Articles not to be loaded with 129
Carding cars 130
Consignees to be promptly notified 130
Immediate removal required 130
Indications of dangerous packages 129
Nitro-glycerine not to be received 129
Packing and marking 129
Penalty for improper handling 130
Safety fuse 129
Cars to be in good condition 129
Absorption in charcoal 129

—I—

Iceing—
Accounting for iceing charges 168
How to ice cars 125
Cars and ice to be cleaned 125
On foreign lines 125
Shippers to specify iceing station 125
When cars should not be iced 125
Notation for iceing on foreign roads 125

Digitized by Google

Iceing Continued—
Specifying what points examine and re-ice 125
Delayed shipments 128
Stations 128
Transfer bills to have notations for iceing.....128
Information—
Given to the public 7
Inquiries and department correspondence 7
Instructions—
For agents 7
Inter State commerce laws 10-12
Agents held responsible for violations or errors 12
Amendment to 10
Liabilities 11
Common carriers 10
Public posting 10
Rates, fares and charge 10

—J—

Junction business—
Government freight 116
Holding waybills for freight 116
Miscellaneous items on waybills 116
Report of passing waybills 116
Waybills without freight 116
Junction freight—
Description of report 116
Manifest 117-118

—L—

Livestock—
Attendant should accompany 52
Attendant required by foreign lines 52
Attendant none in charge 52
Attendant without transportation 53
Attendant carried according to contract 53
Cars not to be overloaded 51
Contract forms 54-57
Contracts to be issued 44-51
Count when loading 51
Dead or crippled 53
Examine cars before loading 51
Extension of time form 79
Extra men in charge 53
Feeding in transit U. S. laws 59
List of yards 60
Not consigned to order 53
Owner to load and unload 51
Quarantine regulations 60
Race horses and high priced animals..... 52
Time limit without unloading 59
Time not to be guaranteed 51
U. S. laws feeding in transit 59
Unloaded in transit 59
Valuation not declared by shipper..... 52
Waybill stubs 59
Waybill to show time loaded 52
Waybill to show time reloaded 59
Livestock contracts—
Actual rates to be inserted 52
Show valuation of stocks 51
Should be made out properly 51
When to be dated and issued 52

Digitized by Google

Livestock waybill—
Initials not to be used for names 51-53
Loading—
On open flat cars 55
Hay, straw, cotton or flaxtow 44
Lost, Concealed—
Reporting same 160
Loss or damage—
Instructions 164

—M—

Machinery—
Reshipped 15
Manifest, customs—
Bonded freight 120
Bonded freight from connecting line 119
Freight passing through U. S. 17-123
Handling of 120-121
Manifest shippers—
Export freight 117-118
Marking—
Relative to 34
Marks—
Relative to 34
When different from 16
On freight to agree with waybill..... 89
Memo-waybills 71

—N—

Neutrality—
Observed in routing 8
Nitro-glycerine 129
Not to be received 129
Notations—
In pencil forbidden 8
On letters and documents 8
On original freight bill 142
Notice to consignee—
On arrival of freight 106
Numbering waybills—
Waybills 89

—O—

Oils—
Loading, packing 13
How handled 13
Order shipments 136-137
Changing consignee or destination 15
Changing straight consignments 141
Order shipments—
Waybills for order shipments 141
When bill of lading is accomplished.....141
Overcharges—
Correction on freight bill 81
Over freight—
Accounted for 142
From connecting line 15
How to be reported 142
Monthly report 160
Plainly marked 158
Reporting perishable 142
Over reports—
Forms of 144-147

Digitized by Google

—P—

Packing—
Acids 130
Freight 19
High explosives 129
Oil and liquors 13
Pencil—
Use of 8
Perishable freight—
Bananas 123
Careful and prompt handling 123
Messenger in charge 123
Transfer of 123
Protection against freezing 125
Advise of perishable forward 124
Prepaid—
Bill collect in error 84
Billed prepaid in error 85
Definition of term 83
Error discovered by forwarding agent 84
Forwarding agent's account 83
Freight charges to be shown 83
Interline—delivered to 83
Interline—received from 84
Over 84
Receiving agent's record 83
Responsibility of agent 86
Separate waybill for correcting 86
Under prepaid 84
Over prepaid 84
Conditions of refund 85
Disposition of credit when unable to refund 85
Prepaid not to be charged on original waybill 85
Prepaid only waybills—
Clear and explicit 80
Definition of 80
From foreign roads 80
Record of forwarding agents 80
Record of receiving agent 80
Transferring charges by 80
Prepayment of freight 20

—R—

Rates—
Inserted on livestock contracts 52
Rates special—
Authority for 12
Receipts—
Shipping 18-21
Receipts, Shippers—
Advances 39
Contents of 38
Erasures forbidden 40
Forms of 36-37
Notations to be made 39
Refrigerator or special cars 39
Release 38
Refrigerator service—
Freight from connecting lines 14
Record—
Of seals and fastenings 169-173
Of O. S. & D. Freight 141-165
Not assessible to public 7

Digitized by Google

Refused—
Freight 158
Replevin—
Writs of 105
Reporting—
Bad order freight 153-155
Concealed loss 160
Overs 142
Overs in detail 142
Perishable freight in bad order 153
Perishable freight over 142
Shortage on waybills received by mail 148
Shorts 148
Reports—
Over, short, astray or damaged freight 141
Reshipment—
Agricultural implements 15
Releases—
Freight subject to 26
Annual release 26
Recording of contract 26
Requirement of release and notation on waybill 27
When shipper refuses to sign 27
Annual or special form 28-29
General release 30
Furniture release 31
Routing—
Information given by agent 8
Changes of 15
Rules—
Must be in force 4
Shipper refusing to comply 13

—S—

Sealing—
Instructions 169-174
Seal Record—
Information required 169
Object of 169
Seals—
Broken, disposition of 169
Cars not necessary to seal 170
Defective—disposition of 169
Defective—to be removed 170
Defective—when discovered 169-170
Fasten all doors 170
How to use press 170
Imperfect record defined 170-171
Imperfect seal defined 170-172
Loss or stolen 170
Misuse of press 170
On cars when unloading or loading 169
Record of car fastenings 169
Record of new supply 169
Record of seals broken or applied 169-170
Record of, when from connecting line 170
Remove when car is empty 169
Responsibility for safe keeping 170
Train employees not to break 169
Seal record book 170
Seals on cars from connecting lines 170
Seal blank form 171-173

Digitized by Google

Second hand packages—
Freight in 19
Securing freight—
For transportation 18
Shelling—
Grain in transportation 61
Shippers—
Manifest 117-118
Shipper's order—
Address of party to be notified 137
Bill of lading to be surrendered 136
Freight consigned to 136-137
Freight for flag stations 141
Freight—inspection of 141
Shipping orders—
How to be made 18
On shipper's form 18
To agree with receipt 18-19
To be given with shipment 18
To state if at "O. R." "C. R." or agreed valuation 19-20
Shipper's receipt—
Form of 36-37
Short freight—
Adjustment of freight short form 152
Accounted for 148
From connecting lines 15
How to be reported 148
Reported on W. B.'s received by mail 141
Reports for 150-151
Stamps—
Use of 34

—T—

Tariffs—
Cancelled 9
Duration of 9
How to file 9
Inspection by public 9
Issuance of 9
Posting circulars 9
Preservation of 9
Receipting for 9
Relative to interstate commerce laws 9
Telegraph wires—
Use of 8
Tracers—
Form of 140
For delayed freight, form 138-139
Transfer bills—
Description of shipment 131
Rates and divisions required 131
Show case numbers and marks 131
To connecting lines 131
Time—
Not guaranteed 40

—U—

Unclaimed freight 156-157
Disposition of 158
Uncollected freight bills 166-168
Undelivered freight—
At the end of month 168

Digitized by Google

U. S. Internal Revenue—
Bonded freight, arrival and delivery 122
U. S. Revenue law—
Requirements of 17

—V—

Vehicles—
Loose articles shipped with 14
Ventilation—
Rules 123

—W—

Way billing—
Bonded freight 119
Bonded freight corded and sealed 119
Cars to be stopped in transit 61
"Order" shipments 141
"Over and short" freight 142-160
"Shipper's order" freight 136-137
Way bills—
Contents of 71
Definition of 71
Designating the agents 72
Forms of 65-70 74-78
Instructions for forwarding agents 72-73
Interline 71
Kinds of 71
Livestock 72
Purpose of 71
Use of memorandum 71
Correction forms 110
Correction notices 109
Detailed report of use of abstract correction blanks 111
Correction form of way bill report 112-115
Waybill Compiling—
Car initials and numbers 88
Date 88
Consecutive number 89
Consignee and destination 89
Consigner 88
Conditions to be noted 89
Description of articles 89
Marks 89
Notation live stock "contract" on waybills 89
Re-waybilling from connecting lines 89
Route 87
Where freight is inspected 90
Waybill freight charges—
Authority for changes 81
Correct billing 81
Changes to be made in red ink 81
Correction of errors 81
Definition of term freight 81
Under charge 81
Responsibility for errors 82
Waybill, Miscellaneous Uses—
Loaded car ticket 86
Company's material or astray freight 86
Dividing a consignment in two or more cars 86
Receipt to agree with 87
Where waybills are marked 87
Where freight is guaranteed 87

Digitized by Google

Waybill, report forward—
Abstracting 174
Cancelling charges on erroneous W. B.'s....174
Change in description or route 174
Description of freight forward abstract 174
Form of local freight report 175
Waybills not to be destroyed 175
Waybill, report received—
Description of freight received abstract....174
Form 177
Destination of waybills 176
Headlines not to be changed....176
Prompt reports 174
Receiving agent to stamp 176
Reshipment of freight received an erroneous billing....176
Weights—
Collection of charges on 92
Errors in stamped weights 92
Estimated—table of 93-98
Grain 92
Less—carload freight 91
Livestock 92
No intermediate track scales 91
Stations having no track scales.... 91
To be shown on car waybill 92
To be shown on waybill 91
Tonnage for engine rating 92
Waybill at gross weights 91
Western Railway Weighing Association 92
When cars should not be weighed 92
Weigh card, form of 93
Writs—
Of attachment 105

BAGGAGE

	Page	Rule
Baggage	207	
Abbreviations, description of baggage	231	114
Abbreviations, bad order baggage	232	
Access to baggage while in transit	223	61
Affixed letters to check numbers	223	64
Agents receiving lost articles	220	50
Agents will call at car door	226	83
Animals, live	210	15-16-17
Articles that may be checked	208	3
Articles which must not be checked	209	11
Articles, perishable	209	11
Articles which may be transported in baggage car subject to limitation	210	15
Automobiles and motor cycles	209	7
Authority for checking	216	34
Attach all checks to baggage personally	228	100
Address on baggage	209	12
Attachments	224	72
Baggage consists of	208	2
Baggage, excess	212	23
Baggage for Mexico and Canada	217	39
Baggage to points north of Portland, Oregon	218	40
Baggage, small hand, avoid checking	218	46
Baggage, forwarding	221	20
Baggage delivered at stations without way bills	223	67
Baggage cars in charge of T. B. M.	225	76

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	Page	Rule
Baggage left at wrong station	226	85
Baggage in bond	228	102
Baggage, short	221	55
Baggage forwarded	Report 233	Form
Baggage carried by destination	226-229	85-105
Baggage claimed short of destination	218	41
Baggage must not be accepted for checking unless in proper shipping condition	218	45
Baggage damaged in accident	211	19
Baby Carriages	208	4
Bad order baggage	211	19
Bicycles and tricycles	208	5
Care in loading and unloading Baggage	207	F
Cash Registers	209	10
Cancellation of checks removed from baggage	227	89
Cancellation of transportation with "B" or "BC" punch	216	37
Certificate of Undertaker	248	
Checking on commutation tickets	212	22
Checking for self and members of same family	212	21
Checking baggage through overwagon transfer	217	5
Checking baggage on mileage tickets	217	38
Checking baggage to Mexico	217	39
Checking baggage to points north of Portland, Oregon	218	40
Checking via stage lines	218	42
Checking baggage short of or beyond destination	216	35
Checking baggage to flag stations	225	80
Checking baggage on exchange orders	216	36
Checking baggage on freight trains prohibited	222	57
Checking drovers tickets	218	42
Checking on live stock contracts	218	42
Check, time to	208	1
Checking corpses	230	112
Checks must show junction points, route, etc	217	38
Check single pieces only	218	44
Charges for excess should be prepaid	213	
Claims for delay, damage or loss	224	71
C. O. D. Checks and stub form	241	Form
C. O. D. local and foreign	215	29
C. O. D. checks properly filled out	215	30
C. O. D. proper issuance when more than one piece belonging to same passenger is to be collected on	215	31
C. O. D. forwarded to another station for collection under C. O. D.	216	33
C. O. D. when passenger is ahead of baggage	215	32
C. O. D. remittances of collections	216	33
C. O. D. remittances of collections form	242	Form
C. O. D. exercise care to protect collections	215	29-30-31
Collect 50c for lost duplicate check	224	77
Corpse, transportation of	230	111-112-113
Collect charges on baggage	228	97
Contents of baggage in bad order	218	44
Complaints	227	90
Courtesy	207	E.
Cyclometers, tool bags and lamps to be removed from bicycles	209	6
Damage to baggage	211	19
Delivering baggage when checks are mismatched	227	91-92
Detaching excess baggage coupons	213	2
Delivering baggage short of destination	218	41
Deceased persons, transportation of	230	111
Delivering baggage at stations	243	Form

Digitized by Google

	Page	Rule
Dividing baggage not permitted	229	104
Dogs, transportation of	210	16
Dogs for bench shows	211	17
Double checking prohibited	222	60
Do not issue check until baggage is in your possession	218	45
Do not exchange local checks	229	103
Do not copy from bills	229	103
Entrusted the safe keeping and proper transportation of effects	207	
Excess baggage	212	23
Excess charges should be prepaid	213	3
Excess baggage checks, proper issuance of	213	24
Excess baggage, local and foreign	214	25-26
Excess money books	215	28
Exchanging local check prohibited	229	103
Fish and small game	211	18
Fill out check with ink	223	66
Flag stations checking baggage to	225	80
Forwarding baggage	221	20
Forwarding sheet	246-247	
Forward baggage promptly	227	94
Foreign excess baggage	214	26
Foreign excess baggage check forms	239	Form
Free allowance	212	20
Free allowance, salesman's helper, etc	212	20
Freight trains handling baggage	222	57
Game and fish	211	18
General instructions	207	
General Rules	208	
Goods found in baggage car	220	52
Handling baggage on freight trains	222	57
Identifying baggage	223	63
Improper articles delivered by other lines on through checks	225	78
Ink, use it in filling out checks	223	66
Issuing of check	218	45
Jewelry	209	11
Joint business mail	220	54
Judgment	207	208
Keep a sufficient supply of checks on hand	223	65
Lamps, cyclometers and tool bags remove from bicycles and tricycles	209	6
Letters prefixed and affixed to check numbers	223	64
Live animals used in producing theatrical performances	209	8
Lost articles	220	49
Lost articles found on train	220	52
Lost articles found by car cleaners	220	51
Local excess baggage	214	25
Loafing in baggage rooms not allowed	229	110
Lost duplicate checks	224-251	77
Lost duplicate checks, receipt for form	251	
Loading and unloading baggage	224	73
Mail, joint business	220	54
Merchandise	209	11
Mexico and Canada baggage	217	39
Mismatched and mutilated checks	225-227	79-91
Milk shipments	222	58
Money	228	101
Motor cycles and automobiles	209	7
Musical instruments	209	11
Non-coupon stations, special checks for	226	81
Note condition of baggage when received from trains	226	86
Odd, mismatched and mutilated checks	225-227	79-91

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	Page	Rule
One at a time	209	13
Opening baggage enroute	222	56
Other roads' check must not be used	228	95
Outgoing baggage should be on truck	226	84
Personally attach all checks to baggage	228	100
Perishable articles	209	11
Permit of local Board of Health	245	
Peddler's packs	209	9
Physician's certificate, transportation of Corpses	245	
Prohibited property	210	14
Proper issuance of excess baggage checks	213	24
Prepaid excess permits when issued and their use	214	27
Protect baggage company's property, etc	227-228	91-92-93-96
Prefixed letters to check numbers	223	64
Responsibility of common carriers to traveling public	207	a
Responsibility for loss, delay or damage, agents and T. B. M.	207	c
Report to general baggage agent all matters requiring special attention	207	h
Report unclaimed baggage weekly	237	Form
Reports, send in promptly	229	109
Record of baggage, received, delivered and forwarded	224	70
Record and report of baggage in bad order	211	Form
Remove lamps, cyclometers and tool bags	209	6
Removing checks from baggage	227	93
Register stamps, proper use of	224	74
Receiving baggage at stations	218	45
Refuse to check baggage on tickets bearing "BC" Punch or endorsed "B. C."	216	37
Rules, State Board of Health	230	113
Rules, State Board of Health Form	249-250	
Salesman's Helper, etc., free allowance	212	20
Shortage of baggage	223	68
Signatures on telegrams or letters	221	55
Single pieces only should be checked	218	44
Skid or plank in unloading baggage	224	73
Small hand baggage, avoid checking	218	46
Special cars of checked baggage	225	76
Special checks for non-coupon stations	226	81
Special strap check	240	Form
Stage properties	209	8
Steamship business, Trans-Pacific	212	c
Storage charges (except Arkansas)	219	47
Storage charges in Arkansas	219	48
Storage checks	229	107
String and duplicate checks to correspond	223	62
String checks, local	238	Form
Stripping checks from baggage	227	88
Stripped excess checks	228	98
Station agents will call at car door	226	83
Station name in full with ink	223	66
State Board of Health Rules	230	113
Supply of checks on hand	223	65
Sufficient time required to weigh and check baggage	213	4
Telegram for stray baggage	229	105
Tags must only be used on baggage once	224	75
Tag, baggage form	241	Form
Test and balance scales frequently	213	5
Theft	228	99
Theatrical Baggage	209	8
Through baggage must not be held over	229	108
Tricycles and bicycles	208	5

Digitized by Google

	Page	Rule
Trans-Pacific steamship business	212	20
Transit permit for corpse	245	Form
Train way bill	243	Form
Train Mail	220	53
Train mail form	235	
Train baggagemen's way bills must not be changed	226	87
Train baggagemen's trip sheets	243	Form
Train baggagemen will report shortage by wire	244	Form
Train Baggagemen C. O. D.	215	29-33
Transportation of deceased persons	230	111
Unloading and loading baggage	224	73
Unclaimed baggage	229	106
Unchecked or unmarked property	226	82
Unauthorized persons must not remove checks	227	93
Using other roads' checks prohibited	228	95
Use ink in filling out checks	223	66
Use skid or plank	224	73
U. S. Mail	235	
Valuable laces	209	11
Violation rules will not be tolerated	207	1
Wagon transfer	217	5
Waybill, train	222	59
Weigh baggage	213	5
Weekly report unclaimed baggage	223	69
Wrong baggage	227	92
What baggage consists of	208	2

TICKETS

Action of competitors	180
Advanced to parties at distant stations	193
Advertising agents, duty with	206
Advertisng, general	206
Advertising tickets	178
Agent, ticket, certificate of	185
Agent, requisite of a first class	178
Alterations, not to be made	191
Arrangement of	203
Authority for special rates	12-178-179
Authorized tickets	185
Baggage C. O. D. checks	198
Baggage, permit, prepaid excess	198
Baggage storage receipts	198
Book tickets	186
Cancelling for baggage checked	216
Card local	186
Cash for delivery with ticket	194
Certificate of Rate blank	203
Certificate of return trip, form	204-205
Certificate, of ticket agent	185
Chart of coupon forms	187
Check tickets received	184
Child's ticket	191
Child's ticket exception	192
Chinese, through Canada	197
Civil service, governs	179
Class, meaning of	188
Compliance with Interstate laws	179
Computing rates	202
Commutation	192
Conditions of tickets	188
Corpse tickets, how issued	202

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Correspondence 180
Coupon or interline tickets 187
Dating of stamp and ticket machines 201
Dating machines when out of order 201
Definition of ticket 185
Destination on coupon 187
Discontinuing tickets, how noted 206
Double local round trip 201
Effort to ticket passengers 180
Endorsements on tickets 191
Errors charged to agent 201
Exchange orders 187
Excess Baggage book 197
Exchange orders for connecting lines 193
Exchange orders honoring 193
Excursion, rates for parties 203
Excursion, rates when made 203
First class 188
Folders 180
General instructions 178-179
Government exchange 196-197
Government transportation requests 196-197
Information to be given passengers 181
Interchangeable mileage 192
Interline tickets 185-187
Interstate law, compliance with 179
Irresponsible persons not to be ticketed 185
Issue perfect ticket 191
Issue tickets numerically 190
Instructions, general 178-179
Joint tariffs 185
Keep well posted 179
Kinds of tickets 185
Limit ticket, how to 190
Limitation of 188
Local tariffs 185
Local tickets 185
Loss of ticket 181
Machine and card tickets 186
Meaning of local tickets 186
Mileage, interchangeable 192
Neat stations 179
New agent, what he should study 179
Non-transferrable 189
Office open 180
Orders exchange 187
Orders for Atlantic Steamship lines 195
Orders for government transportation 196-197
Orders prepaid 193
Orders prepaid honoring 195
Party tickets 186
Points beyond your line 193
Prepaid orders 193
Prepaid orders honoring 195
Public notices 179
Railway guide, use of 180
Receipts for fares paid 198
Receipts, conductors duplex 198
Redemptions, general rules on 199
Redemption, receipt form 200
Redemptions, refunds 198
Reduced rate orders 201
Requisitions, how and when made 182

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Requisitions blank form of....183
Restrictive form of round trip ticket....188
Returning tickets....181
Route....191
School tickets, one hundred ride....192
Second class....188
Second class, how endorsed....191
Short line local rates....201
Signatures, names and descriptions required....189-190
Skeleton tickets....188
Special cars....202
Special rates, authority for....12-178-179
Special rates, tickets at....187-188
Steamship lines....195
Stop-over regulations....190
Success....179
Supplies of, on hand....184
Supplies, upon receipt of....181
Telegraphic deliveries between two local routes....195
Telegraphic deliveries, various kinds....194
Telegraphic deliveries, local systems own agents....194
Telegraphic deliveries requested from points on foreign lines....195
Telegraphic order, collection and remittance....195
Telegraph, ticket agents use of....182-194
Telegraphic ticket deliveries....193
Ticket offce, open....180
Tickets to points trains do not stop....181
Transferrable....189
Twenty ride tickets....192
Valuables, office....181
Valuable packages....184
Writing on tickets....191

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